

College Montrose Children's Place (CMCP)

POSITION TITLE: Community Engagement Manager
SUPERVISED BY: Executive Director
DIRECT REPORTS: Volunteer and Outreach Coordinator, IT (contract) support
HOURS: Full-time, 35 hours per week
Salary Range: \$52,000 - \$57,000 annually

POSITION SUMMARY

The Organization:

College-Montrose Children's Place has supported Healthy Children, Healthy Families and Healthy Communities in downtown west Toronto since 1983. Working with our many community partners we create and adapt Family Support and Early Learning Programs to meet the changing needs of children and their families. We are committed to excellence and strive to achieve the highest quality standards in all that we do. College-Montrose Children's Place creates welcoming inclusive environments that value the diversity of its communities.

CMCP PROGRAMS:

CMCP operates and manages family resource programs and EarlyON Child and family Centres and its satellites. We offer early learning, literacy and parenting programs for parents/caregivers and children from age 0 to 6 yrs. We provide places for children and their parents/caregivers to take part in activities, obtain information about child development and community services to support their child's development. Programs are held throughout downtown west Toronto.

Overview:

Reporting to the Executive Director, the Community Engagement Manager supports CMCP's goals in enhancing client and community engagement through various tools and avenues, and supporting the Executive Director in meeting the operational and development goals of CMCP.

Duties and Responsibilities:

Engagement activities

- Oversee the creation and implementation of the annual outreach plan, including social media engagement.
- Develop innovative ways to engage the community for the purposes of participation in programs and involvement in the organization at all levels.
- Regular communication with the public through social media, follow-up with participants to educate and bring them up to speed on upcoming events (email, listserv), working with the database, and attending community events to educate the general public about our work.
- Oversight and expansion of current website(s).
- Other responsibilities as per the Executive Director request.

Plan engagement activities

- Work with the Executive Director to build and maintain solid partner and community relations.
- Work with Executive Director and Development Committee to plan and execute annual fundraising activities to meet organizational needs.
- Identify grant opportunities and, in collaboration with the Executive Director, develop a grants calendar and binder of opportunities.
- Monitor and evaluate all outreach activities to ensure that strategic goals are being achieved.
- Monitor trends in the community and sector and adapt organizational strategies as necessary.

Organize engagement activities

- Develop and manage timelines for various community activities to ensure strategic plans and critical operational and development processes are carried out in a timely manner.
- Develop policies and procedures as required.
- Prepare and submit grant applications as outlined in the fund development plan and others not in the plan that promote the goals of our strategic plan if they arise.
- Manage special events including but not limited to oversight of volunteer recruitment, support to the volunteer events committee, budget development and management, project plan development, management and evaluation, and solicitation of gifts in kind and sponsorship.
- Identify and develop potential corporate, community and individual supporters of the organization's priorities.
- Oversee the administration of a participant and partner list and database which respects the privacy and confidentiality of the information contained within.
- Develop and oversee drafting of the annual report.
- In collaboration with the Executive Director, write and submit funder reports.
- Manage all IT contractors and related procurement.

Qualifications:

- Excellent communication skills, both written and oral; ability to influence and engage with community and build long-term relationships.
- Creativity, enthusiasm, a rapid learning curve, passionate willingness to engage with others and genuine, contagious enthusiasm about CMCP's work in community.
- Graduation from a four-year college or university with a degree in business, marketing, or closely related field and 2 years plus experience in the child and family sector, or an equivalent combination of education and experience.
- Tangible experience of having cultivated existing community relationships over time.
- Strong organizational skills and time-management skills.
- Ability to work independently without close oversight and set and prove outcomes measurements.
- Good technical knowledge and can pick up new tools quickly, as well as ease with social media engagement and one-on-one interactions.
- Familiarity with the area served and related organizations.

Successful applications will also be required to complete a vulnerable sector screening. Qualified individuals are invited to submit their application by email with subject title Community Engagement Manager to cjohn@cmcp.ca by Jan. 20/23.

CMCP encourages applications from candidates, whose background is diverse in terms of culture, race, language, religion, class, gender/sexual orientation, including those who may need accommodation. Only applicants selected for interviews will be contacted. No phone calls please. CMCP is a scent free environment. **CMCP is committed to providing accommodations for individuals with disabilities, upon request.**