



VICTORIA FOUNDATION

CONNECTING PEOPLE WHO CARE WITH CAUSES THAT MATTER®

Job Title: Coordinator, Indigenous Granting Advisory (part time, contract)
Department: Strategic Initiatives
Date prepared: April 2023
Supervisor: Strategic Initiatives Director

About Victoria Foundation:

Victoria Foundation connects people who care with causes that matter. Since 1936, Victoria Foundation has received charitable gifts, managed sustainable, income-earning funds, and distributed more than \$259 million to charities locally and across Canada.

Victoria Foundation engages and collaborates with a wide network of partners including individuals, families, business representatives, professional advisors, and community organizations. We provide leadership by inspiring giving, by thoughtfully caring for the assets we are entrusted with and by investing in people, ideas and activities that strengthen our communities. We are Victoria's community foundation.

Job Summary:

Reporting to the Strategic Initiatives Director and working closely with the Manager, Strategic Initiatives, this position will play a key role in the newly established Indigenous Granting Advisory Pilot managed by the Victoria Foundation. This part time contract position will support a collaboration between the Victoria Foundation and a newly established Indigenous Granting Advisory (Advisory), made up of locally based Indigenous people.

The purpose of the pilot is to envision, create, and put into practice an Indigenous led way of granting funds to local Indigenous Nations and community organizations. The pilot will be carried out in a spirit of sharing and learning between the Advisory and the Foundation.

The Indigenous led Advisory will develop processes for grant applications, assessment and reporting that are in keeping with Indigenous ways of being. The contractor will support the Advisory to review and assess grant applications based on community needs and priorities.

This is a one-year contract position with the possibility of extension, hired by and reporting to the Victoria Foundation. It is expected to be approximately 20 hours a week.

Responsibilities:

Working closely with the Foundations Strategic Initiatives team and the Indigenous Granting Advisory, this position will support the Advisory by managing all planning, administrative, communication, and implementation aspects of the pilot by:

- Organizing Advisory meetings including booking locations, arranging catering, preparing meeting materials, recording results of meeting discussions, developing meeting reports, and communicating with the Advisory.
- Supporting the grantmaking process with the help of the Victoria Foundation Strategic Initiatives team including creating and using the systems, processes, and procedures that will be developed by the Advisory and Victoria Foundation.

This includes:

- Promoting funding calls for local Indigenous communities and organizations.
- Responding to questions and supporting those interested in applying.
- Collating applications for the Indigenous Granting Advisories review.
- Preparing the Indigenous Granting Advisory granting recommendations for final approval and disbursements by the Victoria Foundation Board.
- Communicating grant application results to all applicants.
- Facilitating granting follow-up and the grant reporting process.
- Supporting all other aspects of the grantmaking process.

Other responsibilities include but not limited to:

- Engaging regularly and updating on timely issues and requirements ensuring continued collaboration with both the Advisory and the Victoria Foundation team.
- Carrying out requested research and contributing insights including but not limited to facilitating community engagement to identify community needs and priorities.
- Coordinating pilot assessment activities as determined including but not limited to collaborative learnings and feedback sessions.
- Supporting the development and writing of the final reports.

Education & Experience

- High School diploma with preference for post-secondary training or equivalent work experience.
- Minimum 5 years' experience working with Indigenous communities and organizations.
- Lived experience as an Indigenous person in the region.

- Experience communicating sometimes complex information among diverse groups in both written and spoken formats.
- Experience working in an online environment.
- Openness to learning new computer applications and platforms.

MS Teams is used as a collaboration platform, as well as SharePoint and Outlook email – training, software and continuous support is provided.

Other Desired Qualifications

- A deep connection with, and knowledge of, local Indigenous Nations and communities.
- Organization of projects including a range of tasks like coordinating meetings and logistical support, while building strong relationships, and helping participants feel respected, comfortable, and confident in their involvement.
- Communication (written and verbal) with both Indigenous and non-Indigenous organizations through phone calls, emails, in person meetings, and occasionally online meetings.
- A passion and belief in the power of collaboration to bring about healing and new ways to benefit communities.
- Practitioner of thoughtful, respectful communication.

Candidates should be willing and able to exhibit:

- A genuine commitment to the mandate and values of the Victoria Foundation
- High level of professionalism, diplomacy and tact and ability to engage with a wide range of contacts to represent the Foundation
- Respect for listening, learning, and acting on reconciliation, diversity, equity, and inclusion

Please note this position may enjoy a combination of office-based and remote work. Victoria Foundation is committed to ensuring a diverse and inclusive environment as an equal opportunity employer. We believe it is our unique and individual differences that make us strong; and this is also a reflection of the communities we care for and serve.

The Victoria Foundation acknowledges with respect the Lekwungen speaking people of the Songhees and Esquimalt Nations on whose traditional lands our offices are located. The Victoria Foundation is committed to meaningfully supporting organizations working to address systemic racism and equity in our communities. Working through our values of integrity, collaboration, diversity & inclusion, and leadership, we seek to create a vibrant, caring community for all.