



VICTORIA FOUNDATION

CONNECTING PEOPLE WHO CARE WITH CAUSES THAT MATTER®

Job Title: Coordinator, Strategic Initiatives
Department: Strategic Initiatives
Date prepared: March 2024
Supervisor: Manager, Strategic Initiatives

About Victoria Foundation:

Victoria Foundation connects people who care with causes that matter. We inspire giving, and we invest in the people, ideas and activities that strengthen our community. 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 others. We are Victoria's community foundation.

Job Summary:

The Strategic Initiatives Coordinator will play a key role within the Victoria Foundation responsible for supporting the day-to-day activities of several key initiatives including specialized granting, research and analysis, community events, and other activities focused on strengthening the non-profit sector.

Reporting to the Manager of Strategic Initiatives and working with the Director, Strategic Initiatives, the Coordinator will represent the Foundation in relationships with non-profit organizations in our community and play a key role in supporting the coordination of the Indigenous Granting Advisory Pilot (IGAP) program.

The Indigenous Granting Advisory Pilot is a new initiative, created to envision, create, and put into practice an Indigenous-led way of granting to local Indigenous Nations and community organizations. The pilot is co-created with Indigenous communities and the Foundation in the spirit of sharing and learning.

The Coordinator will be an active member of the Foundation staff and demonstrate an understanding of our strong interest in asset-based community development, trust-based philanthropy principles and granting with an equity lens.

Responsibilities:

Indigenous Granting Activities

Working closely with the Foundation's Strategic Initiatives team and the Indigenous Granting Advisory, this position will coordinate the overall Indigenous Granting Advisory pilot based on an established workplan, including:

- Organizing Advisory meetings, developing meeting materials and reports, and communicating with the Advisory.
- Promoting and supporting funding calls for local Indigenous communities and organizations.
- Supporting the due diligence and adjudication of the Indigenous grant applications, following processes approved by the Advisory.
- Communicating grant application results to all applicants.
- Coordinating related community engagement events and reporting processes.
- Moving project management plans forward with support and mentorship.
- Coordinating pilot assessment activities including collaborative learnings and feedback sessions.
- Supporting the development of the final reports on the Pilot, to be presented to the Board.
- Supporting other events and activities as proposed by the Advisory and approved by the Victoria Foundation.

Other Granting Initiatives

- Coordinating granting activities within other Strategic Initiatives, including program design, launch, application inquiries, due diligence, reviews and recommendations, processing data and final reports.
- Coordinating support for grantees outside of granting, including coordinating granting advisory meetings, grantee cohort convening, grantee stewardship and relationship building.

Research & Collaboration

- Supporting the development of internal and external research and evaluation activities.
- Supporting the internal granting audit and integration of improved grant making activities across all Foundation granting initiatives.
- Supporting the coordination of the State of the Sector report findings and animation of local geographic data.
- Carrying out requested research and contributing insights, including but not limited to facilitating community engagement to identify community needs and priorities.
- Supporting collaboration activities, including the Salish Sea Hub, bringing community-based research principles into our data collection.

- Providing coordination and support for community-based research and engagement activities, including the Food Equity Initiative.
- Supporting regular reporting of impact data and measurement indicators to staff and board.
- Supporting other initiatives as required, such as youth engagement activities.

Team Capacity and Cross-team Processes

- Working across the Strategic Initiatives team and cross-organizationally, supporting the integration of new technology systems as they come online, contributing, integrating and enhancing existing systems.
- Building a portfolio of sub-sector relationships, based on existing knowledge and interest, to be an internal source of information on sector trends, opportunities, and gaps.
- Supporting the coordination of stories of grant recipients, across all granting and leadership initiatives.

Education & Experience

- Post-secondary training and/or equivalent work experience.
- Minimum 3 years of recent related working experience, working directly with Indigenous communities and organizations or equivalent is strongly preferred.
- Understanding of the historical and contemporary impacts of colonization on Indigenous Peoples in Canada with a demonstrated commitment to deepening that understanding.
- Experience engaging in Indigenous spaces including a working knowledge of and/or willingness to learn local First Nation protocols and cultural practices.
- Lived experience as a member of an Indigenous community, strongly preferred.
- Demonstrated experience using critical thinking and research analysis skills; experience with community-based research is an asset.
- Ability to communicate sometimes complex information among diverse groups in both written and spoken formats.
- Experience coordinating projects and events.
- Comfortable working in an online environment*
- Proficiency in Office 365 (Word, Excel, Outlook, Teams, SharePoint), and comfortable learning and using technology-based solutions and tools.
- 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

- Practitioner of patient, thoughtful, respectful communication.
- Knowledge of issues facing non-profit sector organizations in Greater Victoria.
- Knowledge of social issues related to vulnerable populations and key demographics, as well as an appreciation of the intersectionality of race and culture.
- Strong organizational skills, with ability to juggle multiple tasks at once, and attention to detail.
- Ability and interest in centering relationships in our work, when coordinating meetings and providing logistical support etc., helping participants feel respected, comfortable, and confident in their involvement.
- Strong 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 new ways to benefit communities.
- Genuinely enjoys meeting and connecting with new people.
- Eager to learn and develop new skills and experience.

Candidates should be willing and able to exhibit:

- A genuine commitment to reconciliation and the mandate and values of the Victoria Foundation.
- High level of professionalism, confidentiality, diplomacy and tact and ability to engage with a wide range of contacts as a representative of 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 after an initial training period.

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.