



Grants and Digital Communications Coordinator

With a focus on philanthropy, grants, and leadership, the West Vancouver Foundation's vision is a healthy and vibrant community, where everyone is valued, contributes and feels they belong. The West Vancouver Foundation has been bringing people and projects together to create impact and change since 1979, and donors and charitable organizations have helped to grow funds under administration of over 16 million dollars. The income from these funds supports the work of charitable organizations, community projects, and scholarships, today and into the future. We have contributed more than three million dollars to projects that support health, education, the arts, social services and West Vancouver's physical environment. Together, we are building a vibrant and caring community and exploring new ways to collaborate for community impact. The West Vancouver Foundation is part of a thriving movement of 191 Community Foundations in Canada. We are a public foundation and registered charity governed by a Board of Directors.

As part of a small, collaborative, and dynamic team, the Grants and Digital Communications Coordinator is responsible for coordinating the Foundations grant programs and digital communications.

EXPERIENCE & CHARACTER

- A clear and engaging communicator – in digital communications and in person
- Highly collaborative, with demonstrated ability to build strong relationships with a broad spectrum of partners and stakeholders
- Excellent knowledge of computer software and digital applications including Microsoft Office, Canada Helps, Drupal, Twitter, Instagram, and Facebook
- Experience coordinating grant programs
- A curious and analytical mind, with experience using both qualitative and quantitative data to make decisions and to tell compelling stories of impact
- Experience with digital storytelling
- Experience working with charitable organizations and volunteer committees
- Personal commitment and interest in ongoing learning and development related to philanthropy, grantmaking and community development

DUTIES & RESPONSIBILITIES

Grantmaking – *Coordinating an innovative and accessible granting program, leveraging our gifts through collaboration with other grantmakers. Responsible for coordinating all aspects of grantmaking cycle, including but not limited to:*

- Ongoing assessment and improvement of grants program, including updating grants guidelines and application forms and processes
- Complete a comprehensive review and summary of proposals and grants
- Transparent reporting throughout full cycle of grantmaking
- Work with Grants Committee Chair to recruit, and support, Community Grants Committee

- Recruit and support Neighbour Grants Committee
- Liaise with Vancouver Foundation for Neighbour Grants Program
- Develop and implementing communications and engagement plan to attract high quality grant applications
- Develop collaborative relationships with other grantmakers and identify opportunities to work together
- Responsible for effective granting administration
- Work with Finance Manager on appropriate allocation of funds by granting categories

Digital Communications and IT – Developing, supporting and managing digital communications for all of the West Vancouver Foundation’s program areas

- Manage website updates, and ongoing website design and development
- Create digital communications and engagement plan for website and social media, and developing and writing compelling stories of impact
- Regularly update website and social media with relevant content and managing online relationships
- Work with Finance Manager to keep funds updated on website and on Canada Helps
- Manage website management contract and office IT contract

Community Impact – Supporting and developing community leadership and a culture of ongoing learning and improvement.

- Work with leadership team to host at least three capacity building workshops annually
- Coordinate annual Learning Symposium
- Coordinate annual Neighbour Grants Celebration
- Support and participate in community activities and events related to philanthropy, interculturalism and reconciliation

Planning and Administration – Developing and supporting administration practices that ensure our programs are well managed, that we’re easy to do business with, and fiscally responsible.

- Write program briefs and Management Plan updates for Board of Directors
- Participate in quarterly Board Meetings
- Work collaboratively with team to develop and update strategic priorities and Operating Plan
- Coordinate and manage budget for relevant programs and activities

This part-time position (60%) reports to the CEO. We are a highly collaborative and small team, who works in a character cottage in Ambleside. For the right person, with knowledge of the local community, this position comes with a competitive salary and benefits package.

Please email your CV and a letter of interest to info@westvanfoundation.ca . This posting will remain open until we have identified a candidate. We are sorry, but given our capacity, only short-listed candidates will be contacted.

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