

# Community Animator, Resource Activation

## Tamarack Institute

### Learning Centre | Vibrant Communities Canada

Do you have a passion for activating resources to support community change?

#### About Tamarack:

Tamarack is a charitable organization dedicated to helping Canadian communities take ownership of local issues by making use of proven strategies for community engagement. We develop and support learning communities to help people collaborate, co-generate knowledge, and achieve collective impact on complex community issues. Our vision is to build a connected force for community change. Learn more about Tamarack at [www.tamarackcommunity.ca](http://www.tamarackcommunity.ca).

Through our work in the Learning Centre, we advance learning in our five idea areas:

- **Collective Impact** is the advanced form of collaboration which brings together different sectors for a common agenda to solve large, complex problems.
- **Community Engagement** is the process by which citizens are engaged to work and learn together on behalf of their communities to create and realize bold visions for the future.
- **Collaborative Leadership** brings together the appropriate people in constructive ways to create authentic visions and strategies for addressing shared concerns.
- **Community Development** is both the process of developing and enhancing the ability to act collectively and the outcome of collective action and its' results.
- **Evaluation** is the process of evaluating not only a single program or issue, but also the large scale, multi-faceted community change initiatives.

Through our work in Vibrant Communities Canada, we advance learning communities in four areas:

- **Cities Reducing Poverty** is a collective impact movement aimed at reducing poverty for 1 million Canadians through the efforts of local multi-sector roundtable and the alignment of poverty reduction strategies at the municipal, provincial and federal levels. Learn more at [www.vibrantcanada.ca](http://www.vibrantcanada.ca).
- **Cities Deepening Community** is dedicated to developing our collective understanding about the power of citizens and supporting programs, policies and practices that strengthen communities and neighbourhoods and mobilize citizen leadership to enhance social capital. Learn more at [www.deepeningcommunity.ca](http://www.deepeningcommunity.ca).
- **Communities Building Youth Futures** is a collective impact investment in 13 communities across Canada aimed at improving the education and employment outcomes for youth who are currently not in education, employment, or training. This project will engage leaders at the local community level to build effective supports for youth.

- **Community Climate Transitions** is building a network of communities that are committed to tackling climate change through a multi-solving approach that advances, social, environmental, and economic goals simultaneously.

### **Supervision and Reporting:**

The Community Animator Resource Activation reports to the Manager, Policy and Development. They are a member of the wider Tamarack team and are required to contribute to the overall achievement of Tamarack's strategic goals and deliverables of the Tamarack team as a whole.

### **Work Environment:**

This job is full-time and can work from a home office or at Tamarack's office at the University of Waterloo, Conrad Grebel University College.

### **On-going Responsibilities:**

- Be an active member of Tamarack's fundraising and sustainability team
- Support the fundraising and sustainability team in implementing Tamarack's fundraising campaign (relationship building, direct funding asks, grant applications, annual reporting, and recurring funding)
- Research grant opportunities from government and non-government agencies and prioritize and organize strategies to build connections with them. Provide ongoing support to Tamarack's cultivation efforts (e.g. research and meeting preparation)
- Co-design and implement longer-term strategies for developing repeatable, sustainable funding sources
- Provide insight into Tamarack's fundraising strategies and identify missing opportunities to pursue
- Draft grant proposals and supporting documents based on the funding requirements of the organization. Work closely with Tamarack's finance team to draft budgets and budget narratives. Submit proposal and budget materials as per funders' requirements.
- Build understanding of how each team measures results, progress, and learning. Draft, organizing editing processes for, and submit reports to Tamarack investors.
- Support the development and ongoing iteration of Tamarack's over-arching case for support
- Develop case packages for funders to partner with Tamarack and individual campaign areas.

### **Qualifications:**

We look for great people, who are positive, results-oriented, loyal, entrepreneurial, self-starting, and patient with a big heart for social justice.

- 2-years' experience writing grant / funding proposals to support core and project goals
- Excellent knowledge of proposal submission and fundraising processes
- Able to work in a highly entrepreneurial environment; self-motivated; self-directed; values trust and commitment in the workplace; an excellent communicator; "gets stuff done".
- Able to work remotely, both independently and in cooperation with a remote team, in a continually evolving organization environment.
- Strong communication and administrative skills.

- Ability to maintain an eye on the big picture as well as the details of our collective work.
- Bilingualism (French & English) an asset.
- Knowledge of Hubspot an asset
- Knowledge of collective impact and community change and collaboration is an asset

**Salary & Benefits:**

Tamarack provides a competitive salary and benefits, RRSP package, lieu and flex time and operates within a progressive management philosophy. This is a full-time 40-hour per week position and compensation is rated between \$50,000 and \$65,000 a year.

**To Apply:**

Please send your resume and cover letter to [jana@tamarackcommunity.ca](mailto:jana@tamarackcommunity.ca) by June 14th. While we thank all interested applicants, only successful candidates will be contacted.

Tamarack is committed to creating a diverse environment and strongly encourages candidates from historically underrepresented groups to apply.