

Job Opening:

Senior Manager, Operations, Learning, and Cities

Vibrant Communities Canada

Cities Reducing Poverty | Cities Deepening Community

Tamarack Institute is seeking a big picture leader with exceptional management skills to build on the legacy of Tamarack's Cities Reducing Poverty and Deepening Community campaigns, as Senior Manager Operations, Learning and Cities, Vibrant Communities Canada (VCC), in a one year contract position with the possibility of renewal.

As Senior Manager, Operations, Learning and Cities, you will bring your leadership skills to Tamarack while working with an outstanding team of staff, donors, volunteers and community partners to grow and strengthen our national networks, Cities Reducing Poverty (CRP) and Cities Deepening Community (CDC). You will lead VCC's day to day operations, manage all staff across the VCC: CRP-CDC team, and contribute to the achievement of VCC's overall strategic goals and deliverables. You will also contribute directly to the organization's success and growth through participation in the ongoing development and implementation of VCC's strategic plan.

About Tamarack VCC:

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.

Through our work in Vibrant Communities Canada, we advance learning communities in two 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.
- **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.

Supervision and Reporting:

The VCC Senior Manager, Operations, Learning and Cities, will report directly to the Director, VCC. All other VCC: CRP-CDC staff will report to the Senior Manager, Operations, Learning and Cities.

Work Environment:

This job is full-time and, as with most jobs at Tamarack, can be home-based or performed at Tamarack's office at the University of Waterloo. A strong preference will be given to candidates who live in or near the Kitchener-Waterloo area.

On-going Responsibilities:

- Steward the overall direction, strategy and design of Vibrant Communities Canada in cooperation with the VCC Director, as well as key partners, donors, and city leaders.
- Manage the overall planning and implementation of VCC's workplan, learning agenda, and stakeholder engagement strategies.
- Stay rooted in the real work of communities involved in the project by providing hands-on coaching and consulting to cities.
- Provide day to day management functions for the initiative in accordance with Tamarack's policies and procedures. This includes managing staff, finance, communication, operational planning and funder reports.
- Mobilize resources for the VCC: CRP-CDC effort through fundraising, grant development, revenue generation and steward special funder requests.
- Represent Vibrant Communities Canada at regional, national and international events.
- Take on additional duties as assigned.

Qualifications:

- A deep commitment to positive community change, knowledge of the field, preferably experience leading or being involved in large scale collective impact initiatives.
- A minimum of five years management experience, particularly in situations of organizational/program growth.
- Education equivalent to an M.A. with strong written and verbal presentation skills.
- A detail orientation with the ability to bridge a strong visionary with the every day tasks of the work team.
- Experience working in community settings with demonstrated capacity to work on pan-Canadian initiatives that combine national, regional and local membership.
- Familiarity with work related to community action, systems change, and community learning.
- Commitment and ability to provide leadership in a collaborative work environment. Skilled in working in partnership with organizations to provide overall leadership in initiatives.
- Ability to work in a continually evolving organizational environment and demonstrated capacity to multi-task.
- Experience in designing and delivering a variety of workshops and coaching small groups.
- Donor relations and fundraising experience is an asset.
- Bilingual (English and French) a definite asset.
- Willingness/ability to travel (about 5+ days a month).



Salary & Benefits:

This position is a one-year contract position with the possibility of extension or renewal. Tamarack operates within a progressive management philosophy and provides competitive remuneration.

To Apply:

Please send your resume and cover letter to jana@tamarackcommunity.ca. While we thank all interested applicants, only successful candidates will be contacted.