

**THE KITCHENER AND WATERLOO COMMUNITY FOUNDATION
(The KWCF)**

**LEADERSHIP PROGRAMS COORDINATOR - CCK
Job Posting**

ORGANIZATION OVERVIEW:

The KWCF is a rapidly growing community foundation based in Waterloo Region. With over \$80 million in assets under management, The KWCF grants annually in excess of \$2.8 million in support of local charitable initiatives and produces a host of community leadership programs.

POSITION OVERVIEW:

The Leadership Programs Coordinator reports to the Director, Philanthropic Services and is responsible for leading the Centre for Community Knowledge (CCK) program. The CCK program is an innovative new platform that helps charity and not-for-profit organizations tell their story and communicate their impact to donors and volunteers in the Region of Waterloo. The program is comprised of a unique training system and an online collection of impact stories (www.cckwr.ca).

DUTIES AND RESPONSIBILITIES:

Program Expansion

- Development/implementation of:
 - program expansion business plan
 - charitable organization recruitment plan
 - community donation development plan
- Complete goals and reports stipulated by program funder

Program Operations

- Recruit community organizations to CCK training (up to 100 per year)
- Schedule and facilitate training sessions
- Upload and maintain platform content

QUALIFICATIONS:

- Experience implementing change and writing business/marketing plans
- Experience with relationship management
- Experience with local community initiatives
- Ability to facilitate/speak in front of groups up to 30-40 people
- Strong time management, project management and conflict resolution abilities
- Ability to communicate clearly, professionally and accurately in a timely and courteous manner
- Understand and commit to The KWCF's Code of Conduct and Privacy Practices

TERMS OF EMPLOYMENT:

- Full time - Salaried
- Compensation includes group benefits, paid vacation and RRSP contribution match
- Part of this role includes attending committee meetings, major events, conferences and other appointments outside of regular office hours

TO APPLY:

- Please apply with a cover letter and resume to carnott@kwcf.ca
- Posting closes on: Friday 13 February, 2015

We thank all candidates for their interest however only those selected for an interview will be contacted.