

Community Investment Manager

The United Way of KFLA is looking for the following **Full-Time Permanent** position to join the staff team in a dynamic, growing environment.

Reporting to the Senior Director, Community Impact (SDCI), the Community Investment Manager (CIM) oversees the following areas: fund distribution processes (partner agencies, grants), agency relationships, evaluation, programs, outcome measurement, capacity building initiatives.

The CIM manages Community Investment (CI) staff, providing leadership, guidance and supervision to the employees in this department, liaising with other members of the leadership team to ensure efficient and effective coordination of resources.

United Way KFL&A is looking for:

- Certificate or diploma in Office or Business Administration from a recognized community college or equivalent education and experience
- Minimum of three years' experience in community development or with a non-profit agency
- Leadership and organizational skills
- Very well-developed analytical and reasoning skills
- Ability to understand, express and apply complex concepts and instructions of a general nature as well as moderately technical / scientific / administrative concepts, methods and procedures
- Very strong written, verbal, interpersonal and communication
- Proven time management skills and ability to effectively organize work in an environment with competing work duties
- A committed team player who is also able to work in a self-directed manner
- Access to adequate transportation is essential

To learn more about the role, please visit www.unitedwaykfla.ca/careers

Please send resume and cover letter as one document in .pdf, .doc. or .docx format to: hrprojects@unitedwaykfla.ca. Please indicate 'Community Investment Manager' in the subject line.

All applications are due by **Friday May 27, 2022 at 4:00 PM** (or until filled).

Salary Range: \$53,391 - \$ 66,739 (Level 4)

This position works in-person at the United Way office at 417 Bagot Street, Kingston ON

The United Way is committed to employment equity and diversity in the workplace and welcomes applications from people of all backgrounds, reflecting the diversity of Canadian society. Should you require accommodation to participate in the selection process, please contact Marysabel Montilla (mmontilla@unitedwaykfla.ca).