

Fundraising Coordinator and Organizational Health Consultant

The **application deadline is October 7, 2020 at 5:00 PM.** Interviews will take place during the weeks of **October 19 or October 26.**

Position Summary:

The [Centre for Community Organizations \(COCO\)](#) is a provincial non-profit that works to nurture an inclusive, social-justice oriented Quebec community sector where grassroots organizations can thrive. We believe that is an important part of creating a more just and equitable society overall. To this end, COCo provides training, accompaniment, and technological support to small, ground-up, and social-justice focused organizations. We also use our research to steward dialogue and change on issues of inclusion and diversity in the Quebec non-profit sector.

The **Fundraising Coordinator and Organizational Health Consultant is primarily responsible for:**

- Ensuring COCo's ability to carry out its mission by leading fundraising work, stewarding key funder relationships, and seeking out new strategic partners
- Taking active leadership in COCo's collective structure, including reflecting on, developing, and implementing changes to the organization
- Supporting grassroots community organizations to thrive through accompaniment, facilitating group change processes, trainings, and conflict resolution

Start Date: November 23, 2020

Contract length: One year, renewable

Hours: 30 hours a week. Occasional early morning, evening and weekend work will be required with notice.

Compensation: \$30.17 an hour

Benefits: Health insurance, pension plan, 4 weeks vacation

Work Environment:

You would be joining a team of 11 [staff members](#) and a community of affiliate facilitators in:

- a horizontal, highly collaborative, and non-traditional work environment
- a fast paced, dynamic, high performance team
- In regular times, COCo works out of an open office environment in downtown Montreal/[Tiohtià:ke](#)/[Mooniyaang](#). Our expectation is that we will return to the offices within the year.

Working for COCo during COVID:

During COVID, COCo's work has been entirely remote and the team has been working from home. Due to the current situation, we require our employees to have access to an adequate internet connection and a workspace where the candidate is able to participate in video conferencing and online facilitation. For staff working from home, COCo will provide computer equipment if necessary and a stipend toward work from home costs.

We are continually adapting our practices to support employees in their work in the context of COVID. If you have questions about the current state of these practices, please email Madeleine (madeleinec@coco-net.org).

Accessibility:

COCo's physical offices and bathrooms are wheelchair accessible. As we are in a shared building, we cannot guarantee a scent-free space. However, we aim to have a scent-reduced space. We are still learning about online accessibility as it relates to our work from home practices. If you have specific questions relating to the accessibility of our work from home practices or our physical office space, please email Madeleine (madeleinec@coco-net.org).

Tasks and Responsibilities:

Fundraising Coordination:

- Cultivate key funder relationships and seek new ones in accordance with COCo's organizational priorities and vision
 - Maintain a keen awareness of the funding landscape
 - Develop partnerships, including representing COCo at key meetings, conferences, and special events
 - Identify strategic funding opportunities and prospective partnerships. Advocate for the funding of COCo's anti-oppression work
- Ensure the financial well-being and stability of the organization
 - Lead staff and board in maintaining the short, medium, and long-term strategic funding development of COCo
 - Collaborate with the finance coordinator and bookkeeper to assure sound financial management of grants
 - Promote and support internal organizational funding literacy
- Oversee grant-funded projects in collaboration with project coordinators
 - Support grant-based project coordinators to meet deliverables and maintain alignment with organizational priorities
 - Ensure all funding applications, deliverables, and reporting mechanisms are completed in a timely manner in collaboration with the staff team and project coordinators
 - Previous projects [can be seen on our website](#), including Conflit à l'œuvre, ateliers/C, and Diversité d'abord.

Organizational Health Consultant:

- Support the health and well-being of Quebec-based grassroots community organizations
 - Accompaniment of organizations through long term organizational change (vision and mission work, strategic planning, restructuring etc.)
 - Design and facilitation of workshops, training, and group change processes
 - Continued development of organizational change strategies related to anti-oppression, anti-racism, and social justice values
 - Mediation of interpersonal conflicts within organizations

Collective Management:

- Actively contribute to COCo's organizational development, collective management and administration through its horizontal and consensus-based decision-making structures
- Provide human resources support and participate in co-supervision
- Participate in collective tasks including office and phone coverage and office maintenance
- Leadership and engagement in support of COCo's organizational health, including through staff meetings, board meetings, AGM, learning and reflection sessions and retreats
- Actively engage in critical reflection (both on an individual and organizational level) about anti-oppression, social justice, and accessibility principles and their implementation in the workplace

Qualifications:

At COCo, we recognize the value of both paid and unpaid work. We encourage applications from candidates who meet some or all of the following qualifications:

- Ability to for manage, plan, and seek new funding opportunities
- Experience in building and maintaining funding relationships (government agencies, philanthropic foundations, solidarity fund organizers etc.)
- Ability to advocate for anti-oppression work with funders, current and new
- Familiarity with the funding landscape for non-profits in Quebec, and experience with Quebec's community sector
- Experience with grant and proposal writing
- Experience with setting and monitoring project budgets collaboratively
- Ability to coordinate and oversee grant reporting requirements
- Bilingualism:
 - Strong writing and editing skills in French with advanced proficiency in English
 - Ability to speak and facilitate in French and English
- Experience as a consultant, facilitator, trainer or mediator
- Experience in working in horizontal management structures

Successful Candidates Will Possess the Following:

We are looking for someone who brings a **passion for organizational change work**, an **aptitude for fundraising and grant writing**, and **strong interpersonal skills** to join our team. Other qualities include:

- Ability to work creatively with a broad range of people and perspectives
- Ability to work both autonomously and with others in a highly collaborative work environment
- Ability to be organised and to prioritise tasks
- Willingness to support COCo's commitment to amplifying marginalized voices in the community sector
- An understanding of barriers experienced by racialized and other marginalized communities in Quebec
- An understanding of anti-oppression frameworks, and experience in integrating these ideas into their fundraising work

Hiring Process:

To Apply:

All candidates are asked to fill out this form, in [English](#) or in [French](#), instead of a cover letter. The form will also ask you to include your resume in a PDF format. **Note that you cannot edit your responses after they have been submitted. The deadline is October 7, 2020 at 5:00 PM.** If you have any problems with the form, please email Jeneffer (jeneffer@coco-net.org).

Our Hiring Process:

We evaluate all applications anonymously, to ensure a higher degree of objectivity in our selection process. Only candidates chosen for an interview will be contacted. Interviews will be conducted in both English and French and should take place during the **weeks of October 19th or October 26.**

If You Wish to be Considered for Employment Equity:

COCo values the contributions that individuals who identify as members of marginalized communities bring to our organization. We encourage, among others, Indigenous people, people of colour, people with disabilities, people identifying as LGBTQI2, women, formerly incarcerated or institutionalized people, immigrants and

people from working class backgrounds to apply. We also understand that applicants may experience a number of these identities simultaneously in ways that reinforce and nuance their experience. We are committed to creating an organization as diverse as the communities we serve.

If you wish to be considered for employment equity, you can let us know in the application form. Please note that it is not required that candidates explain why they would like to be considered for employment equity.