

CITY OF HAMILTON

CITY MANAGER'S OFFICE

GOVERNMENT RELATIONS & COMMUNITY ENGAGEMENT, LOCATION – CITY HALL, 71 MAIN ST WEST

ADVISOR, CITY ENRICHMENT FUND & COMMUNITY OUTREACH

SUMMARY OF DUTIES

Reporting to the Director, Government Relations & Community Engagement the Advisor, City Enrichment Fund & Community Outreach will provide strategic and operational expertise in the implementation of the City's granting program, the City Enrichment Fund and broader corporate-wide community initiatives. The Advisor reviews program funding, project applications, determines eligibility, prepares funding recommendations for Council for review and approve, and is responsible for the review of year-end financial reporting and implementation of the City Enrichment Fund. Oversees the work plan, schedule and activities related to the City Enrichment Fund with respective relevant program areas, handles direct contact and communications with community organizations and residents, staff, and members of Council.

GENERAL DUTIES

Lead, oversee and be accountable for the day to day operations of the City Enrichment Fund program including maximizing utilization of human resources through prioritization and delegation of workload, coaching, monitoring and evaluating individual performance as well as the effectiveness of the grant program goals to maintain and improve service.

Provides leadership, visioning, and strategic direction responsible for working with a wide variety of community stakeholders to develop, design, and implement policies, processes and programs that drive positive changes with the City Enrichment Fund.

The ideal candidate will be capable of identifying and proposing solutions to address grant processing and program issues. This may include providing input on grant processing efficiencies, improving program delivery, participating in program evaluation, and conducting background research and analysis.

Provide direct supervision, coaching and management to the Grants & Strategic Partnership Co-ordinator.

Supervises, motivates and trains assigned staff/projects, ensuring effective teamwork, high standards of work quality and organizational performance, continuous learning and encourages innovation in others.

Perform key project management functions such as coordinating, organizing, monitoring, and controlling project components such as meeting planning, workshop facilitation and community engagement.

Research, liaise and maintain relationships with a variety of external partners such as key community advocacy groups, relevant organizations, post-secondary institutions, municipalities and key stakeholders

Track and maintain all Council recommendations and motions relating to the City Enrichment Fund. Liaise with the Clerk's office and the Finance Department as required and support Council reporting process.

On behalf of the Director, works directly with elected officials, media, senior leadership team, department leadership team, internal and external community partners with respect to the division's functions and the City Enrichment Fund program.

Works to remove barriers, builds community capacity and strengthens local planning to ensure services are effectively coordinated, seamless and tailored to the needs of the City's community partners so they can maximize their potential.

Contribute research and policy contents to bolster staff reports, and be comfortable to provide feedback, answer questions or expand on any research findings as required to support staff presentations at Council.

Represents the City on Federal, Provincial, Municipal and community-based committees, working groups and reviews and evaluates new funding agreements with Provincial and Federal government for programs. Actively identifies new grant opportunities for the

Work independently, with minimal or no supervision, on multiple priorities and ensure deadlines are adhered to and established procedures are followed.

Perform other duties as assigned which are directly or indirectly related to position responsibilities.

QUALIFICATIONS:

1. Post-secondary education in a discipline pertinent to the job function or an approved equivalent combination of education and experience.
2. Proven knowledge of project management approaches through direct work experience. Demonstrated success in leading project teams or as a key member of large or fast-paced project teams. Must have demonstrated accuracy in planning and organizational skills.
3. Demonstrated understanding and ability to work with various community organizations, partners, residents and other key community stakeholders is required.
4. Direct work experience with equity-deserving groups and racialized communities.
5. Strong understanding of community issues and trends, as related to equity and inclusion.
6. Excellent people skills and an ability to build and manage relationships with people at all levels, including leadership, front-line and cross-departmental staff.
7. Ability to manage third-party vendors, track project progress, monitor deliverables and administer invoicing processes and payments. Ability to keep track and report on project budget
8. Demonstrated experience in writing, coordination and preparation of reports. Ability to write professionally as a researcher or project manager on key research or project initiatives.
9. Superior skills in verbal and written communication, delivering presentations, and interpersonal communication. Must be proficient in the use of Microsoft Office Suite products such as Outlook, Word, PowerPoint and Excel.

ASSETS:

- Experience with grant program delivery.
- Experience with reading and understanding financial statements
- Strong awareness of budgeting, forecasting, and trend analysis methodologies

NOTES:

Flexible work hours are required, as some activities or meetings happen outside of standard working hours to accommodate community needs. Must be comfortable attending in-person events as a representative of the City and successful candidate must be able to manage own transportation for attending meetings and events.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.