

Administrative Coordinator – Stakeholder Engagement

The Calgary Homeless Foundation

The Calgary Homeless Foundation (CHF) is a registered charity that exists to end homelessness in our city. Working with Calgary's non-profit sector, business, government, the faith community and the public at large, the Calgary Homeless Foundation is the System Planner for Calgary's Homeless Serving System of Care. Through collaboration and a collective impact approach, CHF is a leader within Calgary's Plan to End Homelessness. We are looking for passionate, entrepreneurial and talented people to join our action-oriented, high impact team.

The Position

The Administrative Coordinator – Stakeholder Engagement reports directly to the Vice-President Stakeholder Engagement. This newly created role will provide senior level overall administrative support to the Stakeholder Engagement department, which includes Fund Development and Marketing/Communications teams, as well as provide some support to external CHF Board Committees.

Our Staff

CHF staff are action oriented individuals who are catalytic leaders, courageous collaborators, evidence inspired and vision dedicated. They choose to bring their professional expertise and personal talents to the non-profit sector, to add value to the full community. They work cooperatively with others in a strong team environment; demonstrate flexibility in organizing and undertaking work; show a high degree of initiative, discernment and resourcefulness; exhibit excellent communication and relational skills; demonstrate thoughtfulness and intelligence in decision making; and are focused on creating positive outcomes for persons without homes, as articulated in Calgary's Plan to End Homelessness.

Accountabilities and Deliverables

- Database entry and support for Raiser's Edge (fund development software)
- Organize and provide logistical support for external events such as ground breaking ceremonies, annual general meeting, donor recognition events, etc.
- Provide administrative support for social media communications, media relations (e.g. updating media list)
- Schedule and organize internal and external meetings for Stakeholder Engagement department and ensures that agendas are prepared and circulated in advance, confirms meeting location or hosting requirements, and when necessary, acts as recording secretary and prepares action minutes and follow up commitments as required.

- Develop and implement systems and procedures for the effective implementation of administrative functions within the Stakeholder Engagement department.
- Prepares presentation materials, charts, tables and memoranda for meetings.
- Prepares and distributes information packages for CHF Board Committee meetings
- As part of a broader CHF administrative team, other duties may be assigned from time to time

Education and Experience

The ideal candidate will have a minimum of five years of senior administrative level experience and experience within government relations, communications and marketing, and/or fund development, would be an asset. Experience working with data base management.

General Competency Requirements

- **Culturally Congruent:** A passion for, belief in and communication of the CHF vision, mission and values. Will promote a transparent, ambitious, goal and achievement oriented culture. Demonstrates a strong service ethic and customer service approach.
- **Building Effective Teams:** Creates strong morale and spirit in her/his team; shares wins and successes; fosters open dialogue; delegates appropriately to team; defines success in terms of the whole team; creates a feeling of belonging in the team.
- **Collaborative and Collegial:** Works well with others, whether at the most senior levels, with direct reports or with others across the organization. Understands how to work with the community in a collaborative manner.
- **Analytical:** Able to quickly assess situations, build appropriate plans and execute those plans flawlessly. Willing to work at all levels - from broad strategy to execution detail.
- **Strategic Perspective:** Has the ability to adopt a long-term view of CHF strengths and weaknesses and see the whole picture in complex situations.
- **Financial & Business Acumen:** Can apply the principles of finance, accounting and business management within a not-for-profit environment and recognize opportunities and identify risks. Has deep understanding of financial principles and the impact of financial information and decisions on the CHF. Can apply the principles of finance and business management to recognize opportunities and identify risks.
- **Results Oriented:** Sets high standards of performance including setting goals and priorities that maximize available resources to deliver results against the CHF direction, objectives and public expectations. Will monitor progress and make adjustments as necessary on an ongoing basis.
- **Project Management Skills:** Proven strong project management skills with ability to multi-task and set priorities within tight timelines.

- **People Development:** Demonstrated commitment to promote and foster the long-term success and growth of employees, including identifying developmental opportunities and providing coaching and follow through to achieve goals.
- **Enhancing Organizational Image:** Focus on building and protecting the image, reputation and long term interests of the CHF including promoting the CHF's reputation as a leader in ending homelessness.
- **External Awareness & Political Acumen:** Clear understanding of relevant economic, political, social and demographic issues impacting the CHF and demonstrated ability to mitigate risks and explain the impact of external events on the CHF.
- **Resource Management:** Is able to identify, obtain and effectively allocate resources required to achieve CHF goals and applies appropriate resources to problems and opportunities.
- **Credibility:** Demonstrated ability to build organizational trust in his or her professionalism, expertise and ability to create solutions and deliver desired outcomes.
- **Honesty & Integrity:** Demonstrates the highest levels of honesty and integrity in all dealings with internal and external stakeholders.

Application Deadline: 19 January 2018 at 4:00 PM

Apply to: careers@calgaryhomeless.com

Please note that the Calgary Homeless Foundation requires the successful candidate to provide a police information check as a condition of employment.