

## Job Information

<b>Job Title</b>	Seniors' Centre Without Walls Manager of Sustainability
<b>Department</b>	Administration
<b>Location</b>	Remote and in office. The Good Companions Senior's Centre, 670 Albert Street.
<b>Reports to</b>	Seniors' Centre Without Walls Director
<b>Type of Position</b>	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other:
<b>Term</b>	Contract to September 30, 2024
<b>Estimated Start Date</b>	ASAP
<b>Salary</b>	TBD
<b>Posting Date:</b> Nov. 2, 2021	<b>Closing Date:</b> November 22, 2021 at 4 p.m.

**All interested applicants should submit a cover letter and resume to HR by e-mail at;  
[hr@thegoodcompanions.ca](mailto:hr@thegoodcompanions.ca) quoting competition  
COMP: Manager of Sustainability.**

The Good Companions Seniors' Centre is committed to meeting the needs of persons with disabilities in alignment with the key principles of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) of independence, dignity, integration and equality of opportunity. In accordance with this legislation, accommodations will be made for applicants with disabilities throughout the selection process. Accommodations will be made available for successful candidates with disabilities upon request.

## Overview:

Seniors' Centre Without Walls (SCWW) is a "virtual seniors centre" that offers free telephone-based group activities for isolated seniors 55+, as well as adults with disabilities who may be unable to leave home for extended periods of time. Through the use of group telephone calls, SCWW provides health and wellness presentations, educational seminars, musical and special events, brain-stimulating activities, and space to create meaningful connections for those who may feel isolated

## Responsibilities

- Identifies potential corporate sponsors and foundations through effective research to ensure the sustainability of the local programs;
- Develops funding proposals for potential funders;
- Develops funding proposals to support local programs;
- Liaises with all levels of government to identify potential opportunities;
- In partnership with the Expansion Director meets with potential funders and ensures follow up
- Develops and implements a recognition program;
- Identify and secure funds from foundations and various grant opportunities;
- Reviews and monitors progress of goals and reports regularly to the Expansion Director;
- Initiate and maintain relationships with key funders, contacts, volunteers and donors;

- Create and implement three-year sustainability plan;
- Measures success of sustainability by managing and evaluating data and establishes a process for continuous improvement through the use of such information;
- Develops effective media relations.

## Organizational

- Fulfills The Good Companions' mission, vision, values, goals and objectives;
- Works with an open, friendly and respectful approach toward members, clients and volunteers as they participate in The Good Companions programs and services;
- Disseminates information to the members, clients and the community;
- Promotes The Good Companion's programs and services to potential community referring sources, funders and other older adult centres;
- Assists in the development and implementation of long-term planning and policies;
- Complies with The Good Companions' policies, practices and procedures, including Occupational Health and Safety;
- Represents The Good Companions at relevant meetings.

## Qualifications

### Education

- Degree/Diploma in any one of the following: Business, Marketing/ Communications or Social Services,

### Experience

- Minimum 5 years' experience writing grant applications;
- 2- years' experience in fund development;
- 2 -4 years working with older adults;
- Experience working with sponsors, government officials;
- Current knowledge of Community Resources for seniors;
- Program planning, development experience;
- Public speaking experience.

### Operational Requirements

- The successful candidate will be asked to provide a current Police Record Check for Working with the Vulnerable;
- C.P.R. and First Aid Certificate, required annually;
- Computer literacy - advanced skills using various computer programs and applications.

### Skills Required

- Proficiency with MS Office (Word, PowerPoint, Excel, Outlook), CIMS database;
- Excellent communication skills. (Bilingualism is considered an asset);
- Accuracy in providing written material and statistical reporting.

### Abilities

- To understand the needs, interests and concerns of older adults and persons with a physical disability;
- Non-judgmental and open-minded (including diversity awareness, for example, persons with physical disabilities, LGBTQ2+, multicultural populations);

- To work in a multi-task environment;
- To coordinate workload and meet deadlines;
- To work positively in a team environment.

## Working Conditions

- In-lieu, overtime, as required;
- Availability to work scheduled evenings and weekends.

## Disclaimer

This Job Description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. The incumbent may be asked to perform other duties as required.

Because of the changing nature of the work and the work to be done, the job specifications may be changed or altered as required.

The Good Companions is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to gender, gender identity, gender expression, culture, religion, racial origins, ethnicity, socio-economic status, age, general appearance, abilities/disabilities and sexual orientation.