

# Funding and Partnerships Coordinator

This position will be **open until filled**. We will be reviewing applications and conducting interviews on a rolling basis. Position will ideally start in February or early March 2021.

## The Centre for Community Organizations (COCO)

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.

## About the Job

The **Funding and Partnerships Coordinator** leads funding development at COCo. The person in this role will steward partnerships with existing funders, while collaborating closely with staff to fulfill funding requirements. They will work with the team to identify emergent needs and seek new partners to help bring [COCO's mission](#) of cultivating social justice and organizational health in the sector to life. The Funding and Partnerships Coordinator will also provide support and training to grassroots community groups wishing to build their fundraising capacities. Depending on the candidate's interests and skill sets, it may be possible to take on training and support work on other organizational health matters down the line.

COCO is a [collectively run organization](#), and as a member of the core team, the Funding and Partnerships Coordinator will take active leadership in the collective structure, including contributing to organizational development, providing co-supervision, and participating in collective tasks.

**Application deadline:** Rolling and open until filled. Position will ideally start in February or March 2021.

**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 with annual increases

**Benefits:** Health insurance, pension plan, 4 weeks vacation as well as 2 weeks paid off in December, biweekly stipend to cover work from home costs during COVID.

## Tasks and Responsibilities:

### Funding and Partnerships:

- Lead strategic funding development for COCo
- Cultivate key funder relationships and seek new ones in accordance with COCo's organizational priorities and vision. Advocate for the funding of COCo's anti-oppression work
- Collaborate with COCo staff to write grants and fulfill reporting requirements
- Collaborate with the finance coordinator and bookkeeper to assure sound financial management of grants
- Oversee grant-funded projects in collaboration with project coordinators, supporting them to meet deliverables while maintaining alignment with organizational priorities. Previous projects [can be seen on our website](#), including Conflit à l'œuvre, ateliers/C, and Diversité d'abord.
- Provide training and coaching on fundraising to community groups

### 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
- 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

## What We're Looking for in a Candidate:

The ideal candidate is a gifted communicator who has a passion for translating vision and mission into funding opportunities. They have an affinity for collaborative work and building new relationships. The candidate has an eye for the big picture which they complement with a detail-oriented approach, an ability to follow timelines, and an aptitude for grant writing. They have a strong commitment to anti-oppressive values and practice, and are able to engage in dialogue about these issues with a broad range of people and perspectives.

We encourage applications from candidates who meet some or all of the following qualifications. If you don't have direct experience in some of these areas, we encourage you to let us know about any other experience that has equipped you to succeed in those parts of the role.

### Skills & Experience

- Excellent written and interpersonal communications skills
- Experience with proposal and/or grant writing
- Experience coordinating projects, setting timelines and budgets, and following strict deadlines
- Experience building and maintaining partnerships, including with funders
- Experience advocating for anti-oppressive values with institutional partners
- Experience researching funding opportunities, familiarity with Quebec non-profit landscape an asset
- Experience and interest in working in collaborative contexts, including in horizontal management structures
- Ability to translate anti-oppressive frameworks into ways of working
- Experience with Quebec's community sector
- Bilingualism: fluency in both French and English

### Characteristics & Attributes

- Passionate about translating COCo's vision into funding development
- 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
- Desire 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

## 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 and dynamic team
- During COVID, COCo has been entirely remote and team members have been working from home and collaborating across virtual platforms. Our expectation is to return to the office once it is safe to do so.
- In regular times, COCo works out of an open office environment in downtown Montreal/[Tiohtià:ke/Mooniyaang](#).

## 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](mailto:madeleinec@coco-net.org)).

## 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.** If you have any problems with the form, please contact [hiring@coco-net.org](mailto:hiring@coco-net.org).

### Our Hiring Process:

We evaluate all applications anonymously, to ensure a higher degree of objectivity in our selection process.

**We will be reviewing applications and conducting interviews on a rolling basis**, so anyone interested in the position is encouraged to apply early. Applicants selected for an interview will be contacted within two weeks of their applications.

Once the position has been filled, we will remove the application form and we will send an email to notify everyone who submitted an application.

Interviews will be conducted in both English and French.

### **If You Wish to be Considered for Employment Equity:**

COCo believes our work is stronger when it benefits from the experience, knowledge and wisdom of people who have faced systemic barriers. 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.