



Newmarket African Caribbean Canadian Association  
JOB DESCRIPTION

**POSITION:** Project Manager – Development

The Project Manager will oversee change and growth and lead a strategy to help the organization recover and build its resiliency from impacts of the COVID-19 pandemic.

**BACKGROUND**

NACCA is a registered charity providing strong leadership for our diverse resident Black community, especially Black youth. We serve the Newmarket and surrounding areas.

We are committed to the collective work of engaging the African Canadian communities and its allies through program delivery, education and partnerships, to cultivate an empowered and united Black community in Newmarket.

Our Vision: To serve as a community hub that will support and strengthen the present and future outcomes of the Black community, especially Black youth. To advance generational skills-building, knowledge exchange, empowerment, and expression. To ignite change through allyship and cross-cultural learning.

Our Values: Mentorship & Education, Youth Engagement, Access, Cultural Diversity, Empowerment

NACCA remains dedicated to continuing to build, engage and act. Over the next five years, our strategic plan will assist to provide a framework to build and guide our work. In the next stage of our development, we will prioritize mental health and financial education, access to food and other necessities of life, and continue to build towards a vibrant, more equitable and thriving community. We will continue to centre the lived experiences of African Canadians and create opportunities for positive interaction and dialogue with the aim to reduce racism and foster cross-cultural learning.

We operate within an Anti-Oppression & Resisting Anti-Black Racism paradigm to:

- Build bridges that promote intercultural understanding.
- Create opportunities for community engagement that support a sense of belonging.
- Bring awareness to issues affecting and relating to Black youth and culture.

- Embrace prospects within the community to address and dismantle anti-Black racism, inequality and discrimination.
- Seek opportunities for positive interaction that will foster pride in Black history, culture and identity.

## **KEY ACCOUNTABILITIES**

As the Project Manager, you will be a part of a collaborative team and responsible for planning and delivering on a range of goals according to NACCA's strategic plan with a focus on organizational development, fundraising and programming.

Key deliverables: development review and scale up of existing programming, building and executing a fundraising strategy to better support program delivery, outreach, operational needs and future growth.

The successful candidate will develop and implement medium to long-term plans to address new organizational needs and prepare for change in such areas as revenue generation, strategic plan implementation, research and resource, knowledge and data sharing. This also includes organizational training, coaching, and operational and fundraising planning.

Our aim is to expand previously adapted programs and services to meet the changing needs of the community, scale access to program/service and improve the quality of programs already being delivered. This will include:

- Setting clear goals, collaborating, and ensuring an effective, comprehensive fundraising program is aligned with NACCA's strategic plan and goals.
- Setting effective (SMART) goals for development.
- Creating and implementing innovative giving opportunities to attract new donors.
- Harnessing Board member strengths and begin foundational work to establish a volunteer team to support and deliver on strategic plans and goals.
- Making connections between and among people, events and programs and their associated circles to increase support while building donor relationships that focus on transformation rather than transactions.
- Developing strategic goals for marketing and communication to lead the next level development and delivery of the above.
- Developing the action plans to take the strategic plan through next level development to implementation with solid fundraising plans linked to these objectives with eye to sustainability.

This position will require knowledge of Black and African cultural protocols and cultural competencies in developing inclusive environments, partnerships and building on existing partner relationships.

You will be a highly motivated, detail-oriented, and self-directed individual committed to supporting the success of NACCA's strategic goals to the community.

## **QUALIFICATIONS**

- Bachelor's degree in Communication, Marketing, or Public Relations, Social Services, Community Development, Black Health or Organizational Development studies or related disciplines, or an acceptable equivalent combination of education and experience.
- Minimum three (3) years of experience working in a community-based Black led environment delivering on Black led initiatives focused on organizational development, strategic plan delivery, non-profit management and fundraising.
- Experience working and collaborating in cross-cultural settings, including with African/Black leaders, communities, and/or organizations.
- Demonstrated experience in development of fundraising initiatives and soliciting funds.
- Coordinating the work of volunteers at events by providing training and supervision.
- Identifying potential donors who can contribute significant amounts of money or have access to large networks of potential donors.
- Maintaining contact with donor records to ensure that all donations are recorded accurately.
- Experience in records management including maintaining information in databases.
- Experience coordinating the logistics of fundraising initiatives.
- Familiarity with online giving platforms and how to use them to raise money for the organization.
- Managing the organization's database of donors, including contact information and gift histories.
- Experience in program evaluations and methodologies.
- Experience supporting committees and coordinating in-person and virtual meetings and platforms for the same.
- Advanced proficiency with Microsoft Office and Google suite.
- Ability to create effective digital campaigns and use social media to connect with potential donors.
- Strong communication (written and verbal), and interpersonal skills.
- Excellent organizational skills, time management and problem-solving skills with the ability to meet conflicting priorities and balance multiple projects.
- Strong commitment to accuracy and attention to detail.
- Strong planning, project management skills with excellent prioritization and time management skills.
- Demonstrated ability to work independently, show initiative and good judgment, and be an effective team member.
- Client-centred services oriented with demonstrated listening and critical thinking skills
- Ability to maintain a broad perspective; ability to foster and maintain effective relationships with all levels of the organization.

To be successful in this role, you will be:

1. Strong communicator
2. Goal and results oriented
3. Intuitive
4. Organized
5. Problem solver
6. Positive
7. Self starter
8. Work well independently and as a team

This is a full-time, 2 year contract position

Closing Date: May 15, 2023

Salary: 65k, annually

Recruitment Team: NACCA Hiring team

Please submit your cover letter and resume detailing your qualifications along with three (3) references to:

The Hiring Committee

Newmarket African Caribbean Canadian Association (NACCA)

449 Eagle Street, Newmarket ON L3Y 1K7

Email: [hr@naccacommunity.ca](mailto:hr@naccacommunity.ca)