

## Employment Opportunity

### Community Development Manager

#### Alzheimer Society of Muskoka

Serving Muskoka and Parry Sound, the **Alzheimer Society of Muskoka** is dedicated to improving the quality of life for individuals living with Alzheimer's disease, and other dementias, and their caregivers. We are committed to advocacy, public education and local services and programs. We are seeking applications from qualified individuals who are passionate about being part of a team environment and supporting individuals and families in our community.

The **Community Development Manager** will support the Executive Director in providing leadership, strategic direction, and expertise to ensure the successful development and implementation of community engagement programs and fundraising initiatives. This individual will promote the *Alzheimer Society of Muskoka's* vision, and work with a variety of stakeholders to support development activities and promote awareness of the organization, its services, and projects.

The **Community Development Manager** will develop, implement, and manage the organization's volunteer program including recruitment, training, retention, and recognition. The **Manager** will drive *ASM's* efforts to increase resources by forming and affirming donor relationships, implementing formal fundraising efforts, and managing the organization's communications workplan. This position will have staff and volunteer supervisory responsibilities and additional tasks such as database management, event planning, and community outreach.

The *Alzheimer Society of Muskoka* welcomes those who have demonstrated a commitment to upholding the values of equity and social justice and we encourage applications from First Nations, Inuit and Métis, Indigenous Peoples of North America, Black and persons of colour, persons with disabilities, people living with dementia, care partners and those who identify as LGBTQ2S+.

#### Minimum Requirements:

- Post-secondary education in a related field, including, but not limited to: non-for-profit development, marketing, volunteer management, fund development, communications, or similar;
- A minimum of 5 years experience in a similar role; including a proven record of success in fundraising, community development, and recruitment within the not-for-profit sector;
- Demonstrated group facilitation skills and experience;
- Demonstrated community engagement within the Districts of Muskoka and Parry Sound, or similar;
- Valid driver's license and regular access to a reliable, insured vehicle;
- Willing to travel within the Districts of Muskoka and Parry Sound;

- Police Records Check

**Assets:**

- Ability to communicate in a secondary language
- An understanding of budgets and reporting, including government and funder requirements.
- Experience in media relations and communications, including social media content, analytics, and audience growth.

**Required Abilities & Skills:**

- A well-defined sense of diplomacy, including solid negotiation skills, conflict resolution, and leadership skills;
- Highly effective project management, prioritization, multi-tasking, and time management skills to meet deadlines;
- Works well with others, and handles direction and feedback in a constructive manner;
- Effective working skills in MS Office, social media tools, CRM and fundraising database programs, and project management tools;
- Demonstrated problem-solving and critical thinking skills;
- Thorough knowledge of the principles of effective communication and mass media, publicity, advertising, policies, education, community relations, and organizational structure as they relate;
- High degree of resourcefulness, flexibility, and adaptability;
- Ability to participate and contribute to a strong team environment with an inclusive and collaborative approach;
- Strong ability to work with minimal supervision and act with a high degree of independent judgment, taking action on matters as required.

Complete job description available on request. This is a full-time permanent position based in our Bracebridge office, with travel to other communities within the Districts of Muskoka and Parry Sound. Hybrid work options may be approved upon the completion of the probationary period. Salary will start in the \$55,000-\$60,000 range per annum based on experience. This position typically works 37.5 hours per week during regular business hours; however, flexibility is required for occasional weekend and evening hours.

The *Alzheimer Society of Muskoka* offers generous employee health and dental benefits, vacation, and professional development opportunities.

Applications (including resume and cover letter) will be accepted at [recruitment@alzheimermuskoka.ca](mailto:recruitment@alzheimermuskoka.ca) until 5pm on 5 July 2024.

We thank all applicants in advance and only those selected for an interview will be contacted.

The *Alzheimer Society of Muskoka* recognizes the value and dignity of each individual and ensures everyone has genuine, open, and unhindered access to employment opportunities, free from any

barriers, systemic or otherwise. We are dedicated to building a diverse and inclusive work environment, where the rights of all individuals and groups are protected and all members feel safe, respected, empowered, and valued for their contributions. We are committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA.