

## Manager, Partnerships and Collaboration

12-month contract position #20230814MPC

Volunteer MBC is the local volunteer centre serving Peel region (Mississauga Brampton, and Caledon). We fuel purposeful connections between people to respond to the most pressing social issues. Our core values are purposeful engagement, service excellence, innovative collaboration and inclusivity. Our vision is to improve lives through volunteerism. If you are passionate about volunteerism, volunteer management, leadership and professional development; if you are a facilitator with a flair for building relationships and networks, then this position is for you.

### About the role

#### Purpose

The *Manager, Partnerships and Collaboration* is an integral part of our team who will foster relationships with community service organizations, promote learning among not-for-profit staff, board members and volunteers, and support the development of services and solutions.

#### Ideal Candidate

##### Qualifications

###### *Professional Qualifications*

- A degree either in volunteer management, human resource management, non-profit management, public administration, or a related field
- A minimum of 5 years of experience in volunteer engagement, human resources, non-profit management, public administration, or a related field

###### *Behavioral Competencies*

- Commitment to the aspiration, mission and vision of Volunteer MBC
- Leadership and team-building skills
- Effective communicator, public speaker, facilitator and consensus-builder
- Skills in building relationships, networks and partnerships among community groups
- Inclusive, anti-oppressive approach
- Commitment to service excellence
- Initiative, ability to work independently and as a team member
- Strong written, verbal, and interpersonal communications
- Effective time management
- Integrity, sound judgment and sound problem-solving skills

###### *Technical Competencies*

- Proficient with Microsoft 365 applications including Word, Excel, PowerPoint, Outlook, SharePoint, and Teams

##### Assets strongly considered

- Experience with learning and resources management
- Certificates of training in not-for-profit related subjects
- Experience with research and data analysis
- Experience with data visualization, Microsoft Dynamics and/or Power BI

## Key tasks

### Sector Relations

- Build strategic relationships and participate in community networks and roundtables to advance VMBC's mission
- Build and manage relationships with not-for-profit organizations, while ensuring regular touch points and developing member engagement strategies
- Promote discussion, collaboration and resource-sharing between not-for-profit organizations
- Frequently communicate with existing and new members to check their service needs (one-on-one communications, secondary research, pulse polls, surveys, environmental scans, etc.)
- Support the onboarding of new members and develop and revise member resources
- Ensure the satisfaction of existing members through both formal and informal feedback
- Develop mechanisms to ensure implementation of the actions derived from member feedback
- Provide support, consultation and/or management to collaborative forums/initiatives and peer hubs
- Support the learning needs of the not-for-profit sector by offering programs and resources that are relevant to stakeholders and our mission (especially with regard to volunteer management, not-for-profit management, board governance, corporate volunteering, community volunteerism, etc.)
- Prepare learning and knowledge sharing opportunities (in-person workshops, webinars, and resource banks) to address key stakeholders in the charitable sector, including not-for-profit staff, board members and volunteers
- Facilitate peer networks for not-for-profit staff, board members and volunteers
- Provide guidance and support as a Manager to colleagues in community engagement department, including areas such as program development and marketing and communications

### Benefits of joining our team

- A strong performance in all areas has the potential to turn this into an ongoing role at end of the contract term
- Make a difference to the community in a powerful way
- Letter of reference can be provided to an outstanding candidate
- Connections to a wide community with which to build your professional network
- Practical experience and mentoring from Volunteer MBC staff
- Participate in programs offered through our Learning Centre, including Service Excellence
- Gain a greater appreciation and understanding of the local not-for-profit sector
- We are a small-but-mighty team that works like a family. We celebrate and value each team member's effort, personal and professional accomplishments, and individuality.

## Parameters

### Eligibility

Volunteer MBC is an equal opportunity employer committed to diversity, equity and inclusion, and we are committed to continually learn, develop and integrate this into the culture and practices of our organization. Please inform us of any accommodations we can provide for greater accessibility and inclusion.

### Applicants must:

- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.



☎ 905-238-2622  
✉ info@volunteermbc.org  
🌐 volunteermbc.org  
📍 7700 Hurontario Street, Unit 601  
Brampton, ON, L6Y 4M3

## Time Commitment and Location

- Expected start date: **August 14, 2023**
- Expected end date: **August 2, 2024**
- **35 hours per week**
  - Generally Monday to Friday from 9:30am to 4:30pm
  - Some evenings or weekends as per community needs
- Volunteer MBC operates on a hybrid model:
  - Primarily working from home, therefore requiring a reliable high-speed internet connection (a laptop may be provided)
  - Regular community outreach, therefore requiring access to a vehicle and a valid driver's license (mileage is reimbursed)
  - Occasionally, working from our office in Brampton (based on a flexible schedule)

## Compensation

- Wage of **\$30/hour**

## Reporting

- Reports to Director, Community Development
- Weekly check-ins with supervisor will be required
- Timesheets including a summary of activities will be collected
- All works created become the intellectual property of Volunteer MBC

## Applications

### How to Apply

- Please send your cover letter and resume to [jobs@volunteermbc.org](mailto:jobs@volunteermbc.org).
- **Applications will continue to be considered until the position is filled and this posting is closed.**
- Please include Job ID **#20230814MPC** in the subject line of the email.
- We thank all interested applicants, however, only those selected for an interview will be contacted.