

# flourish with carya

At **carya** (formerly Calgary Family Services), we know that the strength of our community is rooted in its people.

That's why we've dedicated more than 100 years of service to creating healthier, more connected communities in Calgary.

Our highly skilled team encourages nearly 40,000 Calgarians each year to discover their full potential and build flourishing relationships with their families and community. Our strength is our people, who together with their diverse backgrounds create a workplace where excellence is valued and the atmosphere is both collaborative and forward-moving.

## Manager, Multigenerational Community Development (HR268)

Full Time Regular – 37.5 hours per week

Recruiting salary \$72,270 to \$82,294 annually

Competitive benefits package

### Position Summary

The Manager of Multigenerational Community Development holds the overall responsibility for the development and delivery of agency community development and financial engagement initiatives. Working closely with the Program Supervisors of Bowmont Families Together and Multigenerational Community Development, the Manager ensures the effective delivery of programs that meet the needs of communities and align with funding objectives. In collaboration with the Director, this position plays an important leadership role in the department and has overall responsibility for the Multigenerational Community Development team. The position is also responsible for aligning **carya** initiatives with sector work and representing the agency at collaborative tables and committees for community development and financial engagement.

The overall vision is to use a multi-generational approach that engages residents, builds on assets found in the community and meets the evolving needs of neighborhoods in Calgary.

### Responsibilities

#### Leadership

- Participate in the development and implementation of the strategic direction and annual plan for the Older Adult Services\* department particularly in the area of community development and financial empowerment
- Lead and motivate the various CD teams to achieve the objectives of both the agency and program funders within the framework provided by **carya**'s mission, vision, strategic plan and agency policies in concert with organizational values
- As part of the agency leadership team, the Manager of Multigenerational Community Development will actively engage in creating a culture of collaboration and innovation both within the department and across agency

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- As part of the agency leadership team, exhibit exemplary ambassadorship on behalf of **carya's** brand, mission, vision and values
- Support the emergence and growth of a common understanding, vision, principles and language of community development and financial engagement both within **carya** and externally

## Supervision

- Provide strong leadership and mentorship to cultivate a culture of excellence, respect, accountability, innovation and collaboration
- Implement fair and consistent personnel practices and ensure that they reflect the policies and procedures of the agency
- Develop a team atmosphere that motivates staff to create, experiment, and learn

## Staff Development

- Be a resource to staff and management on current research, trends, skills and approaches relevant to community development, financial engagement and specific program areas
- Support a climate of shared learning through identification of training opportunities, provision of opportunities to share learnings within the agency and supporting staff in their development through an annual departmental training plan

## Finances

- Work with the Director to prepare program budgets
- Work with Program Supervisors to accurately track program expenses and keep on target, communicating any differentials from budget expectations as they occur

## Program Standards

- Support the design, implementation and maintenance of logic models, theories of change and evaluation/monitoring tools & processes that are aligned with and reflect community development principles & values
- Understand and follow funder requirements and implement systems to accurately collect information needed to measure outcomes
- As directed, complete program reports or documents as per established timelines and guidelines.

## Communication

- Keep current on knowledge of agency policy and procedures, organizational decisions and communicate changes & updates to staff. Ensure that staff are guided by these policies and procedures
- Establish and maintain strong working relationships with staff, colleagues, service providers, partners, stakeholders and community members

## Records Management

- Oversee the maintenance of proper records as required by the agency, regulatory bodies, program and funder/donors

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## Strategic & Sector Alignment

- Act as liaison between organizational strategy and programmatic direction, ensuring bidirectional information flow and alignment
- Align **carya** initiatives with sector work in CD and Financial Empowerment including CDLI, and other sector initiatives

## Qualifications & Experience

- Graduate degree in Social Work, Community Development or related discipline is preferred. A bachelor degree with extensive related experience will be considered
- Five or more years of relevant experience in program development, program leadership, management and supervision is preferred however diverse experience levels will be considered
- Experience in community development and facilitation are required
- Proven leadership qualities, communication and interpersonal skills are expected
- Excellent networking and collaborative skills including a demonstrated ability to work collaboratively with diverse individuals and organizations
- Experience with grant and funding applications, report writing as well as the development and management of program budgets
- Experience and excitement for working across the life span from an asset-based, participant-centered perspective with a mutigenerational lens which includes families with young children, youth and older adults
- Strong organizational skills and ability to balance multiple demands
- High ethical standards and integrity
- a willingness and passion to be an ambassador of the **carya** brand
- Professional registration if applicable

The successful candidate will be required to complete a police security clearance, including a vulnerable sector search.

\* Department name currently under review for amendment

## Closing Date

May 14, 2018

**If you are seeking a genuine challenge in a workplace where excellence is valued and the atmosphere is supportive, please send your résumé to: [hr@caryacalgary.ca](mailto:hr@caryacalgary.ca)**

Check us out at [caryacalgary.ca](http://caryacalgary.ca)

*We appreciate the interest of all candidates,  
but only those selected for an interview will be contacted.*