



EMPLOYMENT OPPORTUNITY
Manager, Community Initiatives
Partnering for Feminist Entrepreneurship Program
Contract Position - Bilingual (English & French)

The Opportunity

We are seeking two Community Initiatives Managers to join the Canadian Women’s Foundation team to implement our *Partnering for Feminist Entrepreneurship Project*, a two-year project funded by the Government of Canada’s Women’s Entrepreneurship Strategy.

Under the direction of the Senior Director, Community Initiatives and Policy, the Managers will form the core project team, responsible for co-managing capacity building, networking, research, knowledge mobilization, and evaluation activities, and contribute to donor reporting and overall project administration.

We strongly encourage applications from women, trans, and non-binary people who are Black and/or racialized; First Nations, Métis, or Inuit; identify as 2SLGBTQI+; and/or are living with disabilities.

Contract term: June or July, 2023 to March, 2025

Key responsibilities

Program Implementation
<ul style="list-style-type: none">- Manage partner contributions to narrative, statistical, and financial reporting- Manage third-party contracts with service providers, researchers, and vendors as needed- Manage specific budget activities related to assigned tasks
Partnership Development & Capacity Building
<ul style="list-style-type: none">- Convene project partners for collective learning and knowledge generation activities- Work with partners to develop tools to support the development of best practices in feminist entrepreneurship

<ul style="list-style-type: none"> - Represent the Foundation at partner events and activities as needed
Mentorship & Networking Activities
<ul style="list-style-type: none"> - Develop content and manage logistics of virtual and in-person national networking sessions for women, trans, and non-binary entrepreneurs - Develop and implement an engagement plan to maintain connections with and among this national network of entrepreneurs
Research
<ul style="list-style-type: none"> - Work with partners and Foundation staff to co-develop a research plan on feminist entrepreneurship in Canada - Coordinate research activities with research consultants and manage consultant deliverables
Knowledge Mobilization
<ul style="list-style-type: none"> - Monitor emerging issues in entrepreneurship, particularly in relation to women, trans, and non-binary entrepreneurs from underserved communities - Share knowledge built through the project with the broader entrepreneurship ecosystem - Plan and implement a range of knowledge mobilization activities (e.g., webinars, articles for media, etc.) - Leverage project learnings for Foundation contributions to systems change advocacy
Evaluation & Reporting
<ul style="list-style-type: none"> - Manage the evaluation process of the project by hiring third-party evaluators to work with the Foundation and partners to co-develop and implement an evaluation framework and data collection/analysis plan - Contribute to indicator tracking and impact measurement efforts for Foundation-specific deliverables - Work with the Senior Director to provide narrative, statistical, and financial updates to our government funder on a regular basis

Qualifications & Skills

MUST HAVES

Education: University degree in related field or an equivalent combination of training, expertise, and lived experience

Experience: Minimum 5 years' experience working on equity issues in community economic development or entrepreneurship, or a related community sector.

Skills:

- A strong intersectional lens and gender-based analysis and knowledge of issues affecting and gender diverse people in Canada
- An understanding of the entrepreneurship ecosystem in Canada and barriers experienced by women and gender diverse entrepreneurs from underserved communities
- Demonstrated project management skills, with ability to manage multiple project deliverables with varied stakeholders
- Strong written and oral communication skills. Capacity to work bilingually in English and French.
- Demonstrated capacity to build relationships of trust with sector partners
- Strong presentation skills, with experience developing and designing learning forums both in-person and online
- Good judgement, flexibility, and capacity to work closely with one or more team members on a common project
- Ability to travel within Canada

NICE TO HAVES

- Lived experience as an entrepreneur
- Experience managing government-funded projects
- Experience working with organizations providing entrepreneurship training
- Experience providing training, guidance, or mentorship to entrepreneurs
- Experience developing / contributing to multi-partner research projects and/or impact evaluations
- Strong knowledge (including direct experience) on how to integrate intersectional approaches into programs and service delivery models

Expectations & Conditions

The chosen candidates will be able to start work in June or early July 2023 and would complete a 3-month probation period.

This is a contract position, ending March 31, 2025.

The salary range for this position is \$55,000 - \$75,000 and can be negotiated based on experience. There is a competitive benefits package and a generous vacation package.

How to Apply

Please submit:

- A one-page cover letter outlining why you are applying for this position and briefly summarizing your key skills and relevant experience. Please include your salary expectations
- A resume providing an overview of your work, education, and volunteer experience

The Canadian Women's Foundation is strongly committed to equity in employment and seeks to attract, select, and hire a diverse team with a high level of professional skills, passion for and belief in our vision and mission. If comfortable, we encourage candidates to share information about their identities, lived experiences, and the communities they are part of in their covering letter.

The deadline for submission is **June 15 at 5:00 PM EST**. Please email the document to humanresources@canadianwomen.org and indicate "Manager, WES Project" in the subject line.

We thank all applicants for their interest; however, only those selected for a first interview will be contacted. We anticipate 2 rounds of interviews before the successful candidate is selected.

About the Canadian Women's Foundation

The Canadian Women's Foundation is a national leader in the movement for gender equality in Canada. Through funding, research, advocacy, and knowledge sharing, we work to achieve systemic change. Since 1991, our generous donors and supporters have contributed more than \$185 million to fund over 3,000 life-transforming programs throughout Canada.

About the Partnering for Feminist Entrepreneurship Program

Funded by the Government of Canada through its Women's Entrepreneurship Strategy (WES), *Partnering for Feminist Entrepreneurship* is a multi-million dollar partnership program designed to support women and gender diverse entrepreneurs, who experience multiple and intersecting forms of marginalization, in the start-up and scale-up phases of business development, with the aim of increasing their number and capacity. Each of the project's seven partners will provide education, training, mentorship, and networking opportunities, and work to address systemic barriers that impede the success of diverse entrepreneurs.

The Foundation and partners will collaborate to raise awareness of the barriers these entrepreneurs face and build evidence of the benefits of intersectional feminist business practices and feminist financing for an equitable recovery.