



Youth Challenge Fund COMMUNITY GRANTS DEVELOPERS POSITION DESCRIPTION

The Youth Challenge Fund (YCF) was established in 2006 as a partnership between the Government of Ontario and United Way Toronto (UWT). With a mission to engage young people who have been the hardest to reach in Toronto's most underserved communities, YCF has brought together public and philanthropic funds, along with community organizations and institutions to make a difference in the lives of young people in Toronto's 13 priority neighbourhoods. United Way Toronto (UWT) is the administrative trustee providing, allocations and fundraising support to YCF.

KEY FUNCTIONS

Provide strategic leadership and day-to-day management of the allocations to and the development and implementation of a diversity of youth-led initiatives. Provide direct leadership and coaching to initiative leaders, trustees, institutional allies and fellow team members to ensure Fund goals are met. Act as a key member of the departmental management team assisting in the formulation of plans and policies and providing guidance to peers and support to the Executive Director.

KEY RESPONSIBILITIES

- Work collaboratively with YCF team to mobilize, convene and facilitate youth and their adult and institutional allies to develop, implement and operationalize funded initiatives according to YCF funding criteria.
- Support and act as a resource to groups and organizations developing and implementing initiatives and partnerships.
- Supervise the process for fund distribution, on the basis of guidelines, criteria and strategies against the YCF mandate.
- Monitor the performance of grantees through detailed initiative work plans, scheduled reports and regular site visits.
- Provide ongoing support to funded initiatives, including: technical assistance on specific issues such as program and space development, building partnerships and inclusive and equitable governance structures.
- Work closely with initiative leads/governing bodies and institutional allies to develop learning frameworks and program outcomes that advance and reflect systemic transformation and build the case for sustained support for highly effective community-based programs.

.../2

- Facilitate learning and best practices among initiative grantees and provide analysis and recommendations on the content and focus of initiative activities and reports.
- Provide detailed written management summaries and analyses of initiatives' progress for quarterly YCF Partnership Steering Committee meetings.
- Liaise with UWT fundraising staff to develop and prepare customized donor stewardship reports.

QUALIFICATIONS

- Sound understanding of community issues facing African Diaspora youth in Toronto's underserved inner-suburban neighbourhoods.
- Strong community engagement, facilitation and communication skills.
- Proven research, analytical and writing skills.
- Background working with diverse communities and multiple stakeholders.
- Demonstrated knowledge of access and equity issues.
- Proven ability to manage competing priorities, work under pressure and to deadline.
- A minimum of 5 years employment in the social services sector with experience in organizational development and change, program development, financial management, governance and program outcomes.
- Experience working within a 'population health framework,' an asset.