

Employment Opportunity – Program Development Officer

At Truly Alive Youth and Family Foundation Inc [TAYFFI], our success depends on our people, productivity, and procedures. We are committed to providing impactful support to all persons seeking our services and programs.

Our organization is currently seeking a dynamic, innovative, and forward-thinking individual to join our staff team for the position of **Program Development Officer**. Reporting to the Executive Director, the incumbent plays a central role in furthering the organization's service delivery capabilities by developing project proposals and grant concepts that addresses gaps within existing programs and synthesize information to pivot new initiatives. Also critical to this role is the ability of the incumbent to identify new opportunities for funding for holistic well-being and civic participation of members of key populations in the social fabric of the society.

The **Program Development Officer** will build and maintain partnerships and relationships that interact with critical stakeholders including philanthropic groups, corporate institutions, community-serving organizations, and/or federal agencies with the goal to expand TAYFFI's visibility and explore fundraising opportunities through public education about the foundation's work.

Job Title: Program Development Officer

Immediate Supervisor: Operations and Strategic Partnerships Manager

Employment Classification: Term Contract, December 2023 – March 2024; with the possibility of extension

Work Hours/Schedule: 140hrs/week | Monday – Friday; possibility of evening and weekend work hours as per clients needs and employer's business.

How To Apply: Resume and cover letter to be sent to the attention of the Executive Director, TAYFFI at info@trulyalivefoundation.org by Wednesday November 29th 2023.

NOTE: Only applicants shortlisted for interviews will be contacted.

DUTIES AND RESPONSIBILITIES

Service Responsibilities

- a. Develop performance assessment framework for TAYFFI's programs to determine consistence of alignment with the organization's strategic goals, as well as the measure of their responsiveness to community dynamics needs.
- b. Identify new and recurring grant/funding opportunities from foundations, government, corporations, and maintain a database of funding sources relevant to TAYFFI's service areas.
- c. Conceptualize potential projects/initiatives that respond appropriately to the current/emerging socioeconomic as well as quality of life challenges affecting members of key populations.
- d. Research through a variety of online sources, market reports, stats can, academic publications, client testimonials, organizational data/reports, government policy and community consultation report to support coherent narrative for a funding proposal.



- e. Develop high-quality (coherent and compelling) proposals in response to CFPs, write grants; ensure to follow proposal-writing standards including readability, consistency, and tone.
- f. Work with the Executive Director to establish monitoring procedures and submitting required progress reports as per the grant application requirements, track and flag relevant dates for new applications and reporting.
- g. Develop new and creative fundraising activities, including but not limited to special events and philanthropic sponsorship, etc.
- h. Facilitate pilot initiatives and tailored programs to advance TAYFFI's work including developing TAYFFI's marketing, promotions, and outreach resources.
- i. Demonstrate team player attitude by encouraging internal communication, participation and motivation among employees while fostering a positive team environment.
- j. Any other task and responsibilities as assigned.

Required Knowledge, Skills, and Ability

- ✓ Track record of previous work and understanding of unique needs of Black and other equity-deserving communities.
- ✓ Strong writing, editing, and proofread content; ensure accuracy, integrity, and confidentiality of all proposal materials; maintain proposal documentation databases.
- ✓ Results-orientated with the ability to manage multiple tasks and competing priorities in a grassroots charity.
- ✓ Ability to multitask and manage several grant submissions or reports as per funding agreement terms.
- ✓ Demonstrated ability to work well in both an independent capacity and in a team environment.
- ✓ Strong interpersonal and verbal communication skills.
- ✓ Experience in creating and organizing fundraising events (asset)
- ✓ Skill in constructive interpersonal relationships with all internal and external contacts necessary to achieve the position's objectives.
- ✓ Works well with a broad range of individuals and groups, is consistently respectful and cooperative.
- ✓ Works well with confidential information, applying need-to-know rules effectively.
- ✓ Complies with all relevant legislation, regulations, and organizational policies and procedures.
- ✓ Understands and actively applies the objectives and goals of TAYFFI.
- ✓ Consistently open to change and adapting readily to shifts in tasks and circumstances.

Required Qualifications

- A bachelor's degree in political studies, social work, or other related humanities field of study.
- Extensive knowledge and experience working with Black and people of colour communities.
- Demonstrated ability to build relationships with stakeholders and community partners.
- Strong ethical conduct and professional integrity.
- Demonstrated ability to communicate with clarity by listening to others, speaking effectively, and preparing written communication in a clear and concise format.
- Ability to apply unique methods of communication that builds shared meaning through actions.
- Personal vehicle