

Position Description

Position Title: Community Network Connector

Status: Full-time 12 month contract

Reports to: Catalyst Steering Committee

Titles of Direct Reports: None

ABOUT CATALYST

The Catalyst Community Finance Initiative is a multi-year multi-sectoral initiative to develop enhanced ecosystem and policy infrastructure to support the start-up and scale up place-based community capital organizations in urban, rural and Northern communities in Ontario and across the country. A growing, wide range of networks, intermediaries and funders are supporting this initiative including: Pillar Nonprofit Network, SVX, Upper Canada Equity Fund, DUCA Impact Lab, United Church of Canada, SETSI, 10C, Community Foundations of Canada (CFC), SI Canada, Employment and Social Development Canada, and Ontario Trillium Foundation. Collectively, these organizations have identified both a need and an opportunity to catalyze the local community finance movement in Ontario and through partnerships across the country. This effort builds upon the recent work of Impact Response and Scaling Impact, including convening of community capital stakeholders in Ontario in fall 2020, as well as the longstanding efforts of individuals and institutions across Ontario that have been engaged in this work for decades. For more information about Catalyst, please visit: <https://catalystcommunityfinance.ca/>

Catalyst is engaged in a strategic project supported by the federal government designed to advance the following objectives:

- Enhance capacity building infrastructure for community capital funds that supports improved start-up and scale-up of operations and embeds equity into business practice; and
- Enhance technical infrastructure (including knowledge resources) for community capital institutions, particularly back office and shared technology infrastructure for place-based fund management.

PURPOSE & OVERVIEW OF POSITION

The Catalyst Collaborative Lead will work with and alongside the Catalyst Steering Group, as well as the wider Catalyst network, to ensure that the collaborative's work emerges and advances the place-based social finance ecosystem in Ontario and across Canada.

RESPONSIBILITIES AND DELIVERABLES

The Catalyst Collaborative Lead will contribute and support activities including the following:

Community Leadership (70%):

- **Convene and Facilitate** - Design and implement strategies for an ongoing community convening process and event organizing including envisioning design sessions, agenda preparation, liaising with any guest speakers, and preparing communication kits;
- **Map and Extend** - engage the Catalyst community to effectively identify the people in and around the emerging social finance sector;

- **Communicate** - with current and potential Catalyst members through presentations, meetings, and communications to community finance leaders and the broader impact investing community; and
- **Engage** - Steering Committee members, Catalyst members and partners in value-added network and relationship building to support relevant project areas.

Administrative and Project Management (30%)

- **Organize** - develop information management practices to create and mobilize community data, increase network contacts and advance reciprocal connections;
- **Manage** - Lead and organize, the bi-weekly meetings of the Catalyst Steering Committee and ensure ongoing documentation of various initiatives; and
- **Develop** - Assist with the development and synthesis of Catalyst's collective vision, principles, Theory of Change, and governance model.

QUALIFICATIONS

The ideal candidate has the following qualifications:

- A keen interest in creating an inclusive community-driven and place-based social finance movement in Ontario and across Canada.
- Post-secondary degree or diploma;
- Three (3) years experience in a similar role preferred but not required;
- Comfortable with ambiguity and able to work well independently;
- Excellent interpersonal and communications skills (verbal and written) with the ability to create engaging content and polished presentations and reports
- Strong collaborative abilities and experience working with multi-sectoral members on a collaborative project;
- Systems organizing experience with shared content platforms and project management software;
- Project management experience with coordinating and interacting with multiple people on multiple projects;
- Excellent organizational, planning and time management skills: ability to manage details and organize processes without losing sight of the big picture;
- Knowledge of social finance and the social innovation ecosystem in Ontario and across Canada

LOCATION & WORKING CONDITIONS

This is a remote-only position open to applicants living anywhere across Canada. Working hours are 35 hours per week. There may be occasional virtual and in-person events that occur outside of normal operating hours. On an administrative basis, this role will be hosted at SVX, and they will report to the Steering Committee.

COMPENSATION

This is a full-time contract role with remuneration of 35 hours/week for one (1) year at \$75,000 starting in January 2023.

TO APPLY

Please send your resume and cover letter to workhere@svx.ca. The deadline for applications is **Friday, December 16, 2022** at 11:59PM EDT, with applications accepted on a rolling basis after that time until the position is filled.

Catalyst is committed to learning, equity and building a diverse community in which everyone has the opportunity to thrive. Recognizing systemic inequities embedded in financing itself, we welcome team members with the knowledge and skills to productively work with diverse communities. Catalyst specifically encourages applications from those across race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities and lived experiences.

We thank all applicants in advance. Only those candidates selected for an interview will be contacted. We are committed to inclusive, barrier-free recruitment, selection processes and work environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).