



## Partnership & Events Facilitator

Full-time, regular

**The North Grove strives for a staff team that is diverse and reflective of the community. Individuals who identify as Indigenous, African Nova Scotian, Black and/or from another group that is under-represented in workplaces such as LGBTQIA2S+ or individuals with disabilities are encouraged to apply and self-identify. Priority will be given to applicants from these equity-deserving groups.**

### About The North Grove

The North Grove ([www.thenorthgrove.ca](http://www.thenorthgrove.ca)) is a dynamic community hub, situated in the heart of Dartmouth North, one of Halifax's most challenged and resilient communities. Our Family and Community Food Centre offers programs, services and space for people to learn and connect through family support, food, and friendship.

Our approach is rooted in a strengths-based practice. This practice recognizes that all members of our community have resourceful and resilient qualities and strives to support individual's self-determination. We seek applicants who share our commitment to working within this model.

### The Opportunity

We are looking for a full-time Partnership & Events Facilitator to join our team and help us create a warm, caring, and seamless experience for our partners and other audiences, and to help us grow our network and our event capacity.

The Partnership & Events Facilitator is an entry level position that helps us keep all our trains running on time! No detail is too small for them as they keep track of, and help us keep in touch with, our key audiences including staff, Board, partners, and funders.

The word 'database' thrills them because of the opportunities it provides to grow and recognize The North Grove's wonderful community of supporters. They love finding new and meaningful ways to share our deep gratitude with all our supporters; and they enjoy the ins and outs and ups and downs of events and event planning.



Our ideal candidate is proud of their organizational skills. They pay attention to all the right things – no detail gets ignored, especially if it conveys care, attention, and insight. They enjoy introducing new people to The North Grove, hosting them on tours, farm volunteering, and other events.

The successful candidate will be curious and nimble, able to meet deadlines and manage emerging issues as they arise. They know our time is so precious so they will invest in creating or adjusting processes and systems that make it possible to increase our impact and deepen our relationships. They will be thoughtful, conscientious, and open to a wide variety of experiences and points of view. Above all, they want their work to make a difference in the world.

**Hours:** Full-time (37.5 hours/week)

### **What you will do:**

Reporting to the Community Partnership Lead, the successful candidate will be responsible for:

#### **Database management**

The North Grove's donor database is our department's most prized possession because it holds every detail about this community's amazing generosity. You will:

- Capture, follow and improve all the processes we've established to track donations to The North Grove and other records;
- Ensure every gift is appropriately recorded, thanked and receipted.
- Keep the team on track by watching deadlines for grants, reporting and more.
- Master our donor management system (CanadaHelps) so you can run reports that help us better understand our community of supporters, tailor our campaign audiences and more.

#### **Donor relations**

'Thank you' and 'Welcome' are our favourite words! You will:

- Lead the many ways we thank The North Grove's diverse community of supporters.
- Play an important role in hosting them during events, volunteer opportunities and tours.
- Keep meticulous records of our ongoing connections with the individuals, businesses, foundations and other supporters of The North Grove community.

#### **Event planning**

Creating meaningful experiences that build connections are at the heart of all our programs and events. You will:



- Support the organization of events like our Farm Season Opener, Annual Report to Community, Giving Tuesday Coffee House and more.
- Work closely with our event partners, coordinating their involvement in the event, ensuring they have a positive experience, and following up post event.
- Lead the involvement of The North Grove's internal team with superb organization, clear instructions and ongoing communication.

### **North Grove Community Member**

- Participate in broader activities that support the organization: tours, videos, fundraising opportunities, posting program information, special events, internal committees, etc.
- Support our growing focus on Inclusion, Diversity, Equity and Accessibility.

### **What you will bring:**

The North Grove is seeking to build a diverse team and values lived experience and non-traditional ways of learning. If you don't meet all the criteria below but you are excited about the job description and believe you bring unique experience and perspective, please apply!

- High degree of skill and comfort with technology, including interest/experience with databases.
- Experience working in an environment that demands a high level of detail and excellent organizational skills.
- Event experience, in an employment or volunteer capacity.
- Outgoing personality that thrives on hosting, connecting with people personally.
- Interest and/or experience in working with diverse communities using a strengths-based approach, showing sensitivity to those who experience poverty/discrimination.

We encourage you to check out our social media platforms and website for more about who we are and the kind of communications we share.

### **What We Offer**

The North Grove is a caring and high-energy work environment. Our close-knit team is made up of 30 staff and over 140 community volunteers. Staff wellbeing is prioritized, and we provide training opportunities, employer-paid medical/dental benefits, RRSP, 4 weeks of paid vacation, paid sick time and personal days. This position is based in Dartmouth, however there is the opportunity to do some work from home.

Salary range: \$40,000 to \$50,000 annually, with robust vacation, benefits, and pension program.



## How to Apply

To apply, please send a cover letter and resume by email to Katie Breneol [kbreneol@thenorthgrove.ca](mailto:kbreneol@thenorthgrove.ca) under the subject line: **Application for Partnership & Events Facilitator.**

Interested candidates should send a resume and letter of interest to the email address listed above by **Friday, April 12, 2024.**

## The Selection Process

Shortlisted candidates will be invited to a short telephone interview. Successful candidates will be invited to a further in person interview at The North Grove, and a second interview if necessary. Accessibility requests will be met wherever possible. All candidates will hear an update from The North Grove within two weeks of the application deadline.

