



The Atkinson Foundation is looking for an experienced **Director of Social Investment** to lead its grants and awards programs as well as responsible investing activities.

We're located at 1 Yonge Street in the Toronto Star building – where the longest street in Ontario meets one of its Great Lakes. We take our lead from the story of Joseph Atkinson, the Star's legendary publisher from 1899 to 1948, whose fiery editorials fueled the social movements and public policy reforms of the last century. We've inherited Mr. Atkinson's determination to make the province more equitable, inclusive and prosperous. Today, that means we're investing in strategies to organize and mobilize Ontarians to create more decent work and to share the benefits of economic growth more widely.

We're looking for a talented professional who will bring a fresh perspective and complementary skills to our small, entrepreneurial and versatile team. A detailed position description is attached.

If you're ready to step into this role, you'll be able to demonstrate:

- a bone-deep commitment to Atkinson's mission, values and strategic priorities;
- an ability to think strategically, analyze critically, and translate ideas and insights into action through creative and viable plans, projects and initiatives;
- strong research, writing, editing and presentation skills;
- high tolerance for complexity, grace under pressure, and consistently sound judgment; and,
- exceptional persistence and good humour in the pursuit of ambitious goals.

You'll also be able to tell us why you want to work for the Atkinson Foundation, and how your education and experience has equipped you for this role.

Please send your resume with a cover letter via email to:

Colette Murphy  
Executive Director  
Atkinson Foundation  
1 Yonge Street, 7<sup>th</sup> Floor  
Toronto, ON M5E 1E5  
[info@atkinsonfoundation.ca](mailto:info@atkinsonfoundation.ca)

We're accepting applications immediately and until the position has been filled. We'll start reviewing them on Wednesday, June 3, 2015. Only those applicants selected for an interview will be contacted.

**The Atkinson Foundation is committed to the principle of equity in employment. We encourage applications from all qualified individuals.**

**Atkinson's mission is to promote social and economic justice.**

We value:

*trust* as the basis for long-term, creative and productive relationships;

*openness* to and *respect* for differences in opinion, outlook and lived experience;

*collaboration* with allies in all sectors and fields for collective impact;

*accountability* and *transparency* in the stewardship of resources; and,

*smart risk* as a prerequisite for innovation and progress.

## **DIRECTOR OF SOCIAL INVESTMENT**

Reporting to the Executive Director, the Director of Social Investment is responsible for Atkinson's grants and awards programs, responsible investment initiative, and other projects as assigned. S/he oversees related financial and administrative processes, including providing support to a board-level investment committee. As a team member, s/he's a "big picture" thinker and doer. S/he provides strategic counsel and support to the Executive Director and works collaboratively with the board and staff to advance the foundation's mission, values and strategic priorities.

### **CORE FUNCTIONS**

#### **Operational Leadership**

- Manages the foundation's grants portfolio, including the Atkinson Decent Work Fund and other grant making activities.
- Manages the foundation's engagement with core and customized Shareholder Association for Research and Education (SHARE) programs.
- Develops the foundation's responsible investing initiative, including providing staff support to the Atkinson Investment Committee and its advisors.
- Leads the foundation's efforts to maximize the local economic impact of its resources and to demonstrate a [community wealth building approach](#).
- Facilitates the application and selection process for the Atkinson Fellowship in Public Policy and the Ruth Atkinson Hindmarsh Award.
- Builds relationships with project partners and other stakeholders to identify, seize and leverage opportunities for strategic social investments.
- Counsels prospective applicants, analyses grant/award proposals and develops recommendations; coordinates grant/award review processes including advisors network and selection committees.
- Develops and maintains an information management system to support the preparation and presentation of analytical reports and presentations for internal and external stakeholders.
- Supervises two staff (Administrative Coordinator and Finance Manager) as well as contractors responsible for the foundation's financial and administrative processes, including monitoring budgets, ensuring compliance with legal, regulatory, financial and employment standards, reviewing reports etc.
- Collaborates with the Director of Social Impact to develop key performance metrics; measure, monitor and communicate impact; and carry out learning, evaluation and capacity building activities.

#### **Organizational Leadership**

- Engages a wide range of current/prospective collaborators in dialogue about research, policy and practice related to strategic priorities.
- Shares responsibility with the Executive Director and Director of Social Impact to be the foundation's representative, convenor/host, team leader, and trainer/capacity builder as required.

## Strategic Leadership

- Supports the Board of Directors and Executive Director in developing, recommending, implementing and monitoring the foundation's strategic priorities, policies and procedures; works collaboratively with the Director of Social Impact and Atkinson Associates to help shape the foundation's strategy and public policy positions.

## CORE COMPETENCIES

**Project Management:** The ability to conceptualize, research, plan and orchestrate projects and programs that meet deadlines and deliver measurable results; can handle multiple tasks simultaneously without losing track of details.

**Relationship Building:** The ability to engage individuals, form alliances/collaborations, and develop networks across disciplines, interests and sectors in keeping with the foundation's core values; can adapt to different cultures and contexts to solve problems and respond to issues.

**Subject Matter Expertise:** The ability to translate the foundation's mission and strategic priorities into appropriate philanthropic interventions (e.g. grant making and responsible investing strategies for decent work and shared prosperity); is current with the field of philanthropy and its legal/regulatory framework.

**Communication:** The ability to listen, write and speak effectively and to use traditional and new media; demonstrates political acumen, critical thinking and creativity in style/approach.

**Financial, Administrative and Information Management:** The ability to oversee and continuously improve financial, administrative and information management systems and processes.

## EDUCATION AND EXPERIENCE

- An undergraduate degree or comparable professional experience is required. A graduate degree is considered an asset.
- Evidence of ongoing professional development.
- Ten or more years of relevant professional experience is required combined with a strong record of achievement.
- Financial and project management experience is required. Strategic grant making experience is considered an asset.
- Compensation is commensurate with experience, including benefits and vacation.

**For more information about the Atkinson Foundation and our work, please visit our website at [www.atkinsonfoundation.ca](http://www.atkinsonfoundation.ca).**