



Community Initiatives Associate

Job Description

Department: Innovation & Impact

Date: July 2026

Supervisor: Manager, Community Initiatives

Conditions: Full-time permanent position, remote and in-office

About the Victoria Foundation

The Victoria Foundation exists to uplift people and community. By connecting people who care with causes that matter, we bring donors, charities, First Nations and other groups together to generate ideas, fund solutions and empower projects that address many pressing societal challenges and opportunities. Since 1936, the Victoria Foundation has managed charitable gifts to create permanent, income-earning funds that support hundreds of charities each year. The value of our total assets under administration has increased to over \$650 million since our inception and we have invested over \$400 million into our community. Our growth has enabled us to support and develop innovative programs to help keep Victoria well.

Job summary

The Innovation & Impact department is exploring new ways of addressing the toughest challenges in our community through community initiatives, granting and investing. The Community Initiatives Associate plays a key role in supporting the day-to-day activities of the department, specifically the Community and Granting Initiatives teams. Grounded in the principles of trust-based philanthropy and core values including equity, humility and transparency, the department's work contributes to a strong and financially resilient charitable sector in our region.

To assist in achieving these goals, the Associate performs a wide range of administrative tasks for community-facing activities such as convenings and networking events. They will also support the granting team in tasks associated with program implementation such as granting inquiries, application reviews, final reporting and data gathering to assess impact.

The Associate contributes to the Foundation's strengths-based approach to community development by building and stewarding relationships with a wide variety

of community organizations. They understand that employing an equity lens in grantmaking and community building is non-negotiable.

Essential duties and key responsibilities

Reporting to the Manager, Community Initiatives, and working closely with the Director of Granting Initiatives, the Associate supports a collaborative department's operations with a focus on granting and administrative activities.

Administrative support

- Provides day-to-day administrative support for team operations, systems and processes.
- Manages shared inboxes, ensuring timely responses, directing inquiries and contributing to the development of consistent language.
- Provides accurate and timely data entry across Foundation systems for granting and other departmental initiatives.
- Provides administrative support for Innovation & Impact Foundation-wide program deliverables (e.g., privacy, cyber security, etc.).

Grantmaking

- Supports the full grant lifecycle for discretionary granting programs, including due diligence, application review and recommendations.
- Responds to inquiries and coordinates meetings related to grant opportunities.
- Provides administrative support for committee and advisory meetings (scheduling, materials, minutes).
- Processes grants data in financial and CRM systems.
- Prepares and distributes grant related correspondence.
- Supports program stewardship activities, including processing interim and final reports from grantees.
- Maintains accurate granting records and documentation.

Granting systems and technology support

- Supports the administration and continuous improvement of the online granting platform, including content management.
- Develops and maintains process documentation and departmental procedures.
- Assists with documenting workflows, procedures and user resources to support effective adoption of new systems and processes.
- Liaises with the Technology Advancement team to support system needs and improvements.

Impact and milestone reporting

- Supports analysis of granting data and development of impact reports.
- Identifies and shares potential impact stories from grantee reports.
- Contributes to tracking and reporting on key milestones and operational plan metrics.
- Supports development of grants-related content for web, e-news, social media and other communications.
- Conducts research to inform Foundation initiatives, as needed.

Other duties as assigned to support the department's operational plan.

Education and experience

- High school diploma or equivalent, with some related post-secondary education preferred.
- 1–3 years of experience, providing administrative, coordination or organizational support, preferably in an office environment.
- General knowledge of the non-profit sector in the Capital Regional District.
- Experience in grants administration is an asset.
- Experience developing, documenting or improving administrative processes, procedures or workflow tools is an asset.

Other desired qualifications

- Strong organizational and time management skills, with the ability to manage multiple priorities and deadlines.
- Excellent attention to detail and strong analytical thinking.
- Proficiency with Microsoft Office applications, particularly Excel, with the ability to learn new systems and technologies (i.e. AI tools).
- Comfortable learning new systems and adapting to evolving processes and priorities.
- Strong interpersonal, written and verbal communication skills.
- Ability to work independently and collaboratively, with sound judgment and initiative to ask for support when needed.

Candidates must be willing and able to exhibit:

- Commitment to the mission and values of the Victoria Foundation.
- Interest in the non-profit sector and community-led solutions and Asset-Based Community Development.
- Understanding of, or interest in, trust-based philanthropy and the role of grantmaking in community development.
- Professionalism, discretion and ability to engage effectively with diverse

stakeholders.

- Respect for and commitment to reconciliation, equity, diversity, inclusion and accessibility.
- Flexibility, adaptability and a positive approach to learning and supporting organizational change in a collaborative and evolving work environment
- Curiosity, initiative and a willingness to learn.

Victoria Foundation is committed to ensuring a diverse and inclusive environment as an equal opportunity employer. We believe it is our unique and individual differences that make us strong. This is also a reflection of the communities we care for and serve.