



Position Title: Strategy Animator
Division: Business
Department: Strategy Office
Location: Alex Taylor School

Position Summary

e4c is an Edmonton charitable organization that has been working for over 50 years to help vulnerable people here and now. Our daily work across 15 program areas focuses on addressing people's most urgent needs in the here and now, while looking to provide support towards lasting, positive change. e4c's Strategy Office supports e4c's leadership to effectively address the complexity and intersectionality of factors that cause and keep people in poverty, through maintaining our strategic focus and building our people's strategic competence. The Strategy Office sources, organizes, plans, and convenes – information, resources, process, and people.

The Strategy Animator is a member of e4c's strategy team and a trusted advisor to e4c leaders. With a strong project management acumen and a background in Edmonton's community context, the Strategy Animator is responsible to support the ongoing organizational understanding of our external environment, measurement of our strategic progress and advancement in our strategic direction and priorities. The Strategy Animator contributes to periodic deliverables of the Strategy Office such as environmental scans, social network map/reports, strategic plan progress reports, risk management updates, accreditation conformance, strategy sessions and stakeholder consultations.

Key Responsibility Areas

Facilitating understanding of e4c's evolving external environment

- Research and carry out semi-annual environmental scan monitor, and develop presentations and other tools for sharing findings from the monitor with e4c agency leaders
- Monitor continuously e4c's external environment as it impacts our strategic plan
- Collaborate on the collection of input from persons served and stakeholders
- Support the social network analysis and tracking of e4c's important external relationships, including inventory and analysis of initiatives, collaborations, working groups where e4c staff are connected
- Foster and build external relations that will increase the knowledge base for the organization
- Support sense-making activities with organizational leaders, including presentation of research, practices and innovations that are material to our work
- Develop a digital resource library that will facilitate strategic thinking and sense-making

Facilitating measurement of e4c's strategic progress

- Help leaders to create benchmarks and targets, and to track progress on e4c's strategic fiduciary measures through the design and implementation of a quarterly progress report
- Co-develop a data and outcome management strategy for the whole organization
- Support the design and implementation of evaluation frameworks for specific programs
- Monitor the intersection of organizational risk management with strategic progress, including development of quarterly and annual risk assessment and management reports



- Support the demonstration of conformance to accreditation and other standards through coordination and processes
- Advise program managers on updates to Program Logic Models, Operational Plans, and other planning processes
- Support the development and advancement of automated process for progress and other reporting

Facilitating advancement in e4c's Strategic Direction and Priorities

- Help leaders to create ongoing staff engagement with e4c's strategic plan, direction, and priorities
- Support activities which contribute to the continuous improvement of the organization's understanding and practice in poverty reduction and our foundational commitments
- Monitor continuously internal organization data and experiences as it impacts our strategic plan
- Develop, research, write, and present informational briefs, reports, dashboards, and narrative that will guide decision making
- Use and model the use of strength-based and relational project management approaches, practices, and tools
- Collaborate with e4c's communications team and other leaders when developing materials for internal and external distribution

Education and Certifications

- Relevant bachelor's or master's degree in social sciences, data science, Public Administration, Community Development, Interdisciplinary Studies, or other relevant fields, from a recognized post-secondary institution
- Coursework that examined various research, evaluation, and management methodologies
- Clear Police Information Check and Intervention Record Check
- Valid Driver's License, proof of \$2 million PLPD insurance, operation of personal vehicle required.

Experience

- 3+ years progressive experience in a role that operated at an organizational / corporate level
- 3+ years' experience conducting stakeholder engagement and/or community development in the non-profit sector
- 3+ years' experience conducting informational, outcome and/or strategic analysis in the not-for-profit sector
- 3+ years' experience of integrated project management between diverse stakeholders
- Demonstrated success in the development, analysis, interpretation, and management of a variety of complex data sources in the social sciences sector
- Recent experience/exposure to different approaches to evaluation
- Experience with community-based research, group facilitation, and engagement of vulnerable populations
- Experience with relevant technologies to support efficient and effective execution of job duties
- Experience building the capacity of others as it relates to organizational culture, planning, measurement, and reporting

- Experience working in the vulnerable/not-for-profit sector

Required Competencies

Action-oriented - Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm. An action-oriented competency includes:

- Being well organized, paying consistent attention to detail and optimizing own work process
- Being self-motivated with the ability to work independently and collaboratively as a member of a team
- Working proactively with others to meet shared objectives
- Having organizational savvy to maneuver comfortably through complex policy, process, and people-related organizational dynamics
- Actively seeking new ways to grow and be challenged using both formal and informal development channels.

Communication - Effectively exchanging information with and among various stakeholders at various organizational levels in a coordinated way to produce impactful outcomes. Strong communication competency includes:

- Actively listening and seeking to understanding others in an empathetic way
- Speaking clearly one-on-one and to groups with confidence and to be understood
- Advanced writing in a variety of forms such as briefings, narratives, reports, and papers
- Being aware of communication barriers in terms of power, inequities, language, literacy, numeracy and differing cultural and personal experiences
- Working in a team toward project goals and to find solutions, especially when things are not certain, or the way forward is not clear
- Establishing strong relationships to create a climate where people are motivated to do their best to help the organization achieve its objectives.

Managing data and information – Organizing and using data to inform, communicate, sense-make and plan. Managing data as a competency includes:

- Being highly knowledgeable about quantitative/qualitative data principles, research techniques and methods, and outcome measurements and systems
- Evaluating data to clearly articulate impact of programs, services, initiatives, or projects
- Creating data visualizations, flowcharts, and other process documents
- Having a broad understanding of quality improvement principles and practices
- Being tech savvy with database development/use and other digital applications.

Managing complexity - Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems. Managing complexity as a competency includes:

- Strong critical thinking and reflection based on contextual analysis
- Problem solving toward adaptations and innovations to create new and better ways for the organization to be successful
- Having awareness and sensitivity of the complex intersectionality of people in the community and of community organizations working to reduce poverty
- Comfortable with ambiguity and having a sense of curiosity regarding complexity.



Reporting Relationships

Reports To: Strategy Lead

Direct Reports: None

Internal Relationships: Regularly provides consultation, engagement, and strategic information that will be used by organizational leadership for decision making

Working Conditions

Schedule

- Regular office hours, between 8:00am – 5:00pm

Work Environment

- Office environment, may involve travel between different e4c work sites
- Regular use of virtual meeting technology
- Occasional interaction with persons and communities served by e4c

Physical Demands

- Long periods seated at desk
- Long periods using computer keyboards and screens
- Able to lift up to 50lbs (moving office furniture, facilitation supplies)

Autonomy

- Must be able to work well independently

Salary Scale

\$60,000 – \$80,000

Acknowledgement

Employee Signature:

Date:

Supervisor or Manager Signature:

Date: