

FUND NAVIGATOR

The position of Fund Navigator is a full-time contract position. The Fund Navigator reports directly to the Director of Operations & Communications.

General

The Fund Navigator assists municipalities in identifying infrastructure funding opportunities and crafting strong applications to better position these municipalities for successful outcomes. The Fund Navigator also assists elected municipal officials that are working with community groups and not-for-profits to identify funding opportunities.

Specific Responsibilities

1. Administration

- Attend staff meetings and collaborate with other staff members, as required
- Maintain a complete online listing of all relevant federal, provincial, and third-party programs, for which municipalities are eligible, outlining:
 - eligible recipients
 - program parameters
 - summary information of programs
 - website addresses (URLs) to the programs
- Maintain a summary of all activities undertaken to promote fund opportunities including, but not limited to:
 - assistance offered to municipalities
 - campaigns
 - correspondence
 - education sessions
 - responses to enquiries
 - webinars
- Maintain a complete listing, by municipality, of grant applications that have been assisted outlining:
 - project cost
 - project name
 - project timeline
 - state of the applications (in progress, submitted, denied, approved)

2. Assistance & Communications

- Compose content and work with the Communications Advisor to deliver through various channels, including
 - Magazine articles
 - Monthly email to stakeholders
 - Social media posts
 - Website updates

- Consult with fund administrators and arrange programs and/or education sessions whereby the purpose and access requirements of the fund are communicated to municipalities
- Document experiences and feedback from applicants seeking funding opportunities
- Implement strategies for identifying and communicating fund opportunities to municipalities, such as presentations at conferences and online information sessions
- Provide targeted outreach to municipalities regarding fund opportunities
- Respond to inquiries from municipalities related to the fund application process and eligibility criteria
- Review and provide input on fund application materials, including providing ongoing feedback to applicants, potential applicants, and applications

3. Evaluation and Follow-up

- Design and distribute a survey to municipalities to collect feedback on the effectiveness of the program and database; analyze the results to identify areas for improvement and implement changes to better meet the objectives of the program
- Document experiences and feedback from applicants seeking funding opportunities
- Provide analysis of the key performance indicators for measuring success of the office, as outlined in the annual work plan
- Work with staff on continuous improvement measures relating to the office

4. Reports & Miscellaneous

Complete and submit a detailed annual report to the Department of Municipal Affairs and by the prescribed deadline, in accordance with the specifications outlined in the project approval letter.

Complete regular reports as directed and carry out other duties as assigned by the Director of Operations & Communications.