



**Position Title: Capacity Building Lead**

**Department:** Administration

**Type:** Full Time – contract (term certain until March 31, 2020)

**Position Summary**

Reporting to the Executive Director, the Capacity Building Lead provides leadership across WEST. Supports the organization key initiatives and projects and manage external relationships. The Capacity Building Lead performs a variety of duties and analysis of significant issues of concern to the agency. You will also develop recommendations based on project findings and provide detailed plans and impact analysis, and facilitate the use of research data to improve existing programs to ensure organizational alignment in service of advancing WEST's mission.

**Specific Duties and Responsibilities:**

**Capacity Building**

- Design, develop, and write a variety of funding proposals, research projects, reports and summaries, etc.; determine appropriate methodologies, information sources, sampling strategies, and data-collection tools
- Write reports on request highlighting and summarizing essential information found through data analysis and other sources
- Create automated data reports as needed, including documentation
- Work collaboratively with staff to design and implement a coordinated and comprehensive evaluation, performance monitoring, learning and communications plan that advances the mission
- Ensure compliance with applicable regulations, standards and guidelines
- Facilitate learning and thinking within the organization and among community partners, and encourages a culture of candor, accountability and innovation

**Data Analysis, Interpretation and Verification**

- Evaluate all aspects of research projects, project findings, and operational data regarding implications
- Analyze, summarize and/or review data; report findings, interpret results and make recommendations
- Facilitate the use of research data to improve existing programs and utilization of resources
- Coordinate research activities, data collection, analysis and organizational programs
- Utilize advanced analytical technics to solve challenging organization problems
- Develop a strong experience in analytics, statistics, data mining, reporting, visualization and/or intelligent automation



### **Communication/Marketing/Outreach**

- Proactively contribute to the creation of presentation materials relating to data activities for stakeholder discussions
- Provide consultation, make recommendations, give appropriate advice, and/or facilitate decisions
- Present findings to summarize essential information learned through data collection and analysis
- Gather and analyze requirements to develop impactful recommendations and solutions

### **Qualifications**

- Completion of a College or University program in Business Administration, Computer Science, with 3 to 5 years' relevant work experience
- MBA or working towards completion is an asset
- Knowledge of the non-profit sector is considered an asset; in particular, familiarity with issues relevant to the immigrant service sector and of community programs/services serving immigrants and refugees
- Familiarity with project management methodologies, automated project management tools, workflow redesign, and business process mapping
- Excellent database management, data visualization & analysis experience using analytical tools
- Experience working in a strategic Business Analysis function with a minimum of 3 years of experience consulting towards best practices in a non-profit environment.
- Strong experience leading change when it comes to technical processes and procedures
- Must be able to promote dialogue, collaboration and influence and empower others
- Demonstrable practical experience working with diverse groups and a variety of tools

### **Essential Skills**

- Excellent communication and writing skills
- Self driven. Ability to work diligently with minimal supervision
- Strong Computer Skills
- Ability to complete tasks fully in a timely and quality manner
- Ability to maintain poise, quality of work and efficiency during busy times
- Strong analytical and interpretive skills
- Ability to evaluate and prioritize tasks
- Must be self-motivated, well-organized and possess excellent writing and speaking skills.



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**Apply in writing no later than December 17, 2019 with a cover letter and resume to:  
[careers@westofwindsor.com](mailto:careers@westofwindsor.com)**

**WEST Inc. reserves the right to hire during the posting period. We thank all candidates for their interest; however, only individuals selected for interviews will be contacted. Due to the large volume of applicants, we regret we cannot confirm that our office has received resumes.**

**(Accommodations available upon request)**