



Nonprofit Capacity Building Coordinator

Permanent, full-time (35 hours/week)

At the City of Leduc, our mission is People. Building. Community. We offer a collaborative and dynamic workplace where our values of **Teamwork, Service, Respect and Leadership** guide our conduct and contribute to a healthy culture. If you would like to work as part of a progressive organization and enjoy a fast-paced environment, then this may be the opportunity for you.

Come work with us!

At the City of Leduc, we believe in building a strong, connected, and inclusive community. Our Community & Social Development team plays an important role in contributing to the quality of life of our residents. The team supports community development, long-term planning for spaces and projects that build active, creative and engaged communities, events, arts, culture, heritage, and capacity-building services for volunteers, nonprofits and the community.

We are looking for an experienced, collaborative, and community-focused professional who is passionate about strengthening local nonprofit organizations and building strong relationships with community partners.

What is the Opportunity?

We are currently recruiting a **Nonprofit Capacity Building Coordinator** to support the sustainability, effectiveness and resilience of local nonprofit organizations.

Reporting to the Lead, Capacity Building Services, this position will serve as a primary liaison between the City of Leduc and the nonprofit sector. The successful candidate will provide capacity-building and organizational development support, connect organizations to municipal resources and services, facilitate partnerships, and identify emerging community needs and opportunities.

This role offers an opportunity to contribute to initiatives that strengthen organizational health, governance, leadership, and long-term sustainability while supporting a vibrant, inclusive and resilient community.

What will you do?

As the Nonprofit Capacity Building Coordinator, your key responsibilities will include:

- Build and maintain strong relationships with community organizations by providing capacity-building support, organizational development services and strategic guidance.
- Serve as a primary liaison between the nonprofit sector and the City of Leduc, facilitating communication, collaboration and partnership opportunities.
- Identify community needs, strengths, trends and emerging opportunities to support a vibrant, inclusive and resilient nonprofit sector.
- Connect nonprofit organizations to municipal resources, services, programs and expertise that enhance organizational effectiveness and community impact.
- Support nonprofit organizations in strengthening governance, leadership, strategic planning, and overall organizational sustainability.
- Assist organizations in identifying and accessing funding opportunities, including providing guidance and support for grant applications and City-supported initiatives.

- Facilitate partnerships among community organizations, municipal departments, funders and other stakeholders to advance shared community goals.
- Provide advice and support to organizations navigating municipal processes, policies and opportunities related to community development initiatives.
- Monitor and assess community issues, needs and opportunities to inform planning, service delivery and community investment decisions.
- Prepare reports, presentations, briefing materials and other information for management and Council on community priorities, organizational partnerships, funding outcomes and emerging sector trends.
- Support the Municipal Grants program as required and directed by the Lead, Capacity Building Services or Community Development Manager.
- Develop and maintain effective working relationships with internal City departments, community organizations, agencies, businesses, schools, funders and other stakeholders.
- Represent the City at community meetings, working groups, committees and other community-based activities as required.
- Participate in community engagement activities and provide on-site support for community initiatives as required.
- Prioritize and adjust work plans in response to emerging needs, projects and priorities across the business unit and Community & Social Development Department.
- Support Emergency Social Services activities by incorporating ESS messaging into day-to-day work and participating in City Field Guide activities.
- Complete required Emergency Social Services training, including ICS 200, and participate in an ESS lead role if required during an emergency event.
- Promote safe work practices and ensure compliance with City policies and occupational health and safety requirements.
- Perform other related duties and responsibilities as assigned.

Who you are?

You are an experienced and collaborative community development professional who enjoys building meaningful relationships, supporting nonprofit organizations and working with diverse community partners. You are comfortable identifying community needs, connecting organizations to resources and facilitating partnerships that contribute to positive community outcomes. You bring:

- Post-secondary degree or diploma in Community Development, Social Services, Human Services or a related field from an accredited college or university. Related disciplines may include Social Work, Human Ecology, Education or Social Sciences.
- A minimum of three years of related experience in nonprofit, community development or municipal environments.
- Demonstrated experience building and maintaining collaborative partnerships with nonprofit organizations, community groups, funders and other stakeholders.
- Experience providing organizational development, capacity-building or community development support.
- Strong facilitation, relationship-building, communication and stakeholder engagement skills.
- Knowledge of community development principles, research methods and best practices within the nonprofit sector.
- Demonstrated ability to identify community needs, strengths, trends and emerging opportunities and translate this information into practical supports and initiatives.

- Strong organizational and time management skills, with the ability to manage competing priorities and adjust work plans as required.
- Strong written and verbal communication skills, including the ability to prepare reports, presentations and briefing materials.
- Ability to work collaboratively with internal departments, nonprofit organizations, community groups, funders and other stakeholders.
- Strong judgment, problem-solving and decision-making skills, with the ability to identify issues and provide appropriate advice and recommendations.
- Professionalism, tact, diplomacy and integrity when working with diverse organizations and navigating community matters.
- The following would be considered assets:
 - Experience working within a municipal government environment.
 - Experience applying inclusive community development approaches.
 - Experience supporting sustainable community impact initiatives.
 - Knowledge of grant funding processes and municipal grant programs.
 - Knowledge of Emergency Social Services and municipal government operations.
- A combination of education and progressive related experience will be considered.

What we Offer?

At the City of Leduc, we believe in taking care of our people. Here's what you can expect:

- Competitive Salary: \$80,189.20 – 100,245.60/annum
- Comprehensive Benefits: Health, dental, and wellness benefits, including a healthcare spending account
- Pension Plan: Participation in the Local Authorities Pension Plan (LAPP)
- Recreation Pass: A City of Leduc recreation pass, including access to drop-in programs
- Time Off: Competitive vacation entitlements
- Free Parking: On-site free parking for employees

Important Notes!

- The successful candidate must be able to obtain an acceptable Criminal Record Check at their own expense.
- The successful candidate may be required to work evenings, weekends and/or outside regular business hours to support events, programs, community engagement activities and other operational requirements.

Ready to Join Us?

If you are a collaborative and community-focused professional who is passionate about strengthening nonprofit organizations, building meaningful partnerships and contributing to a connected and resilient community, we'd love to hear from you!

Apply today by submitting your resume at: www.leduc.ca/careers

Competition closes at 11:59 pm (MT) on **October 19, 2026**. This competition may be used to fill future vacancies at the same or lower classification level. We thank all applicants for their interest, however, only those selected for interviews will be contacted.

At the City of Leduc, we are committed to a workplace where diversity is valued, inclusion is intentional, and everyone feels a sense of belonging. We welcome applications from all qualified individuals and recognize the diverse backgrounds, perspectives, and experiences that strengthen our team. If you require assistance or accommodation during the recruitment process, please contact us at Careers@leduc.ca.

Recruitment Privacy Notice

The personal information you provide through the recruitment process, including your application, resume, assessment material, reference information, is collected and used to assess your qualifications and suitability for employment with the City of Leduc. Should your application be selected for employment with the City, this information will become part of your employment file and will support hiring, onboarding activities and the administration and management of employment programs.

Your personal information will be accessed and disclosed only as authorized or required by law and may be shared with authorized City employees, hiring managers and service providers as necessary to administer recruitment and employment-related activities.

Information is collected in accordance with section 4(c) of the Protection of Privacy Act and may be subject to disclosure and access in accordance with the Access to Information Act. For information regarding the collection, use, and disclosure of information, you may contact the City's Privacy Officer at (780) 980-7173, #1 Alexandra Park, Leduc, AB, T9E 4C4.