	Municipality of the County of Annapolis **JOB DESCRIPTION**	Position Title: **STRATEGIC INITIATIVES COORDINATOR**
	Union / Non-Union: **NON-UNION**	Classification Type: **FULL-TIME**
	Salary Classification: **RANGE 5**	Approval Date: **SEPTEMBER 2026**

Job Summary

The Strategic Initiatives Coordinator is responsible for overseeing and facilitating various Council priority projects. Main responsibilities include developing the poverty and marketing levy projects, the coordination of the municipal grant program, and supporting initiatives for inclusion, diversity, equity, and accessibility.

Accountability

The Strategic Initiatives Coordinator reports directly to the Chief Administrative Officer (CAO).

Specific Job Responsibilities

1. Project Management
    - Lead the research and development of key Council priority projects as directed by the CAO
    - When developed, supports the oversight and reporting for any strategic plans as required
    - Provides support to other departmental projects as required, including community improvement plans
    - Act in the staff person role for the Climate Committee to develop the Municipality's climate action plan and assist with the implementation of the Corporate Climate action plan
    - Assist the Management Team in development of operational processes with a focus on continuous improvement

2. Grant and Funding Management
    - Facilitate the management, oversight, and implementation of municipal grant policies that provide financial support to numerous non-profit community groups each year
    - Annually review application criteria, policy criteria, and processes
    - Review applications and make recommendations to Council for approval
    - Coordinate with applicants and generate final reports
    - Seek out and submit for funding opportunities and programs that may be directly related to the programs, services, and infrastructure of various municipal departments

3. Other Duties
    - Prepare reports and presentations for Council and senior leadership as needed
    - Other duties as may be assigned by the CAO

Qualifications and Expectations

Education: Candidates for this position must possess an undergraduate degree in business, public administration, project management, or a similar educational program.

Experience: Candidates must have a minimum of 3-5 years' experience working in a project management setting, ideally with experience in funding programs and community projects. Preference given to those with experience in a public sector environment and interacting with government agencies.

Knowledge: Proven familiarity with municipal bylaws, provincial legislation, and government funding opportunities.

Skills: Capacity to manage multiple projects and interact with a variety of stakeholders. Strong technical writing skills and research skills are required.

Requirements: Candidates must obtain a criminal records check to work for the Municipality of the County of Annapolis. This position will occasionally require work outside of normal office hours including evenings and weekends.

Core Competencies

Project Management: Ability to manage multiple projects, pivot based on needs, and drive the Municipality forward in strategic initiatives.

Political Acumen: Strong understanding of Municipal government functions; sensitivity to community and council interests. Demonstrated commitment to public service excellence and community engagement.

Equity, Diversion, Inclusion, and Accessibility: Plays an active part in a respectful, inclusive, and accessible workplace, including with members of the public. Prioritizes IDEA initiatives in all aspects of the role.

Communication: Ability to communicate with government agencies, personnel, and members of the community. Ability to facilitate public presentations, and present projects to senior leadership and Council.

Research Capabilities: Ability to provide timely research and produce outcomes as required.