JUBILEE FUND
SOCIAL IMPACT INVESTING IN MANITOBA

The Jubilee Fund Inc. is a social impact investment fund established as a charity to raise awareness concerning the interrelated issues of poverty reduction, financial assets and access to credit. The Jubilee Fund provides loan guarantees and bridge financing to not-for-profit organizations and businesses, (co-operatives and social enterprises) to initiate or complete community based projects that reduce poverty and financial exclusion.

Job title: Programs Manager
Reports to: Executive Director
Health & Wellness Stipend: $600 annually
Vacation: 4 weeks per year

Role Overview

To lead, grow, and continuously improve the Rent Guarantee Program as a core poverty-reduction initiative of The Jubilee Fund, while serving as a key public representative of the organization through strategic communications, relationship-building, and community engagement that advance Jubilee Fund's mission, visibility, and financial sustainability.

Key responsibilities

Your responsibilities will include, but are not limited to:

Rent Guarantee Program Leadership

- Develop and manage the Rent Guarantee Program, including partnerships, funding applications, and program expansion across Manitoba
- Build relationships with referring agencies and property managers
- Monitor program performance, outcomes, and impact metrics
- Ensure program delivery aligns with Jubilee Fund's values of equity, dignity, and inclusion
- Identify risks and recommend mitigation strategies
- Provide regular updates to staff, funders, and the Board

Strategic Communications & Engagement

- Act as a primary public voice and representative of the organization
- Create written and digital content, including articles and email campaigns
- Maintain and update the website and social media platforms
- Support event planning and execution to engage investors and donors
- Manage visual and storytelling assets related to community impact

Organizational Collaboration

- Work closely with the Fund Development Manager to assist with events
- Work closely with the Executive Director and staff to support organizational goals
- Assist with budgeting and financial oversight in collaboration with the Accountant
- Maintain accurate records and coordinate activities across the organization
- Participate in meetings and community engagements as required

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Conditions of Employment

This offer is contingent upon:

- Your legal eligibility to work in Canada
- Satisfactory reference checks (if applicable)
- Compliance with all Jubilee Fund policies and procedures

Hours of Work

This is a full-time position. Flexibility may be required, including occasional evening or community events

A Day in the Life (example): Programs Manager

This schedule illustrates how the various responsibilities from the job description could translate into a single workday.

- **9:00 AM – Morning Pulse:** Check email. Respond to inquiries
- **10:00 AM – Digital Pulse Check:** Review social media engagement and update the website with a new project story.
- **11:30 AM – Administrative Maintenance:** Update the contact database with notes from the morning meetings. Renew a batch of expiring JIC memberships.
- **1:00 PM – Deep Work (Grants):** Draft a compelling proposal for grants to support Jubilee Fund's Rent Guarantee Program.
- **2:30 PM – Collaboration:** Connect with the Executive Director and/or other staff to review joint initiatives.
- **3:30 PM – Events:** Work on upcoming brunch and/or other events.
- **4:30 PM – Networking:** Attend a local RGP partner meetings/mixer to represent the "face" of JF. Develop and deliver workshops related to the RGP.