



## Placemaking Program Manager

---

### Position Overview:

The Federation of Calgary Communities is launching a three-year pilot initiative focused on community-led placemaking. We are seeking a strategic, collaborative, and community-oriented Placemaking Program Manager to lead this exciting project.

This leadership role will oversee the launch of a Placemaking Innovation Lab, manage a citywide micro-grant program, supervise a multidisciplinary team, and develop long-term sustainability through strategic partnerships and planning. Reporting to the Executive Director, this role is ideal for someone who thrives at the intersection of community building, innovation, and systems-level thinking.

---

### Key Roles & Responsibilities:

#### Strategic Development & Sustainability

- Develop and implement a long-term sustainability plan for placemaking programs, including diversified funding strategies and earned revenue opportunities
- Identify and secure strategic partnerships with public, private, and non-profit sectors to strengthen programming impact and reach
- Collaborate with the Executive Director to align placemaking strategy with Federation of Calgary Communities organizational goals.

#### Program Management & Oversight

- Lead the day-to-day operations of the Placemaking Innovation Lab
- Manage the full lifecycle of a citywide placemaking micro-grant program, including intake, assessment, reporting, evaluation, and storytelling.
- Ensure program goals align with broader organizational objectives and community needs.
- Adhere to and enforce organizational policies and procedures while identifying and mitigating risks
- Assist with policy development as needed

#### Supervision & Team Leadership

- Supervise a team of staff, contractors, and summer students engaged in placemaking programming and community engagement
- Provide mentorship, performance management, hands-on learning and team-building support

#### Evaluation, Reporting & Storytelling

- Oversee the collection of impact metrics and stories from grant recipients and placemaking projects to report back to funders
- Lead internal and funder-facing reporting, ensuring accountability and transparency
- Communicate program outcomes through reports, presentations, and promotional content

## Stakeholder Engagement

- Build and maintain strong relationships with community partners, funders, municipal departments, and local businesses
- Represent the Federation at local events, presentations, and workshops related to public space activation

## Other Responsibilities

- Support operational front-line work as needed
- Support broader Federation events and attend staff meetings
- Maintain accurate data records
- Other duties as required

---

## Skills & Qualifications:

- Degree or diploma in Urban Planning, Public Administration, Non-profit Management, Environmental Design, or a related field.
- Minimum 3–5 years of experience in community development, urban planning, public space activation, or related fields.
- Proven experience managing grant programs or community funding initiatives.
- Strong project management skills, with the ability to manage multiple priorities and deadlines.
- Experience supervising and developing staff in a team-oriented environment.
- Demonstrated success in developing partnerships and securing funding or sponsorship.
- Strong reporting and evaluation skills, including both qualitative and quantitative analysis.
- Excellent communication skills—written, verbal, and visual—across diverse audiences.
- Comfort with ambiguity and innovation in pilot/project environments.

## Assets

- Knowledge of Calgary’s community associations, public realm issues, and urban design trends.
- Familiarity with placemaking principles, tactical urbanism, and grassroots-led community improvement.

---

## Working Conditions:

- This is a full-time position for a 3-year pilot project, with potential for renewal.
- Hybrid work environment (in-office, off-site and remote work as required).
- 35 hours per week; overtime exempt
- Evening or weekend work to attend community events and workshops.
- Valid Class 5 driver’s license and access to a vehicle an asset.
- Comprehensive benefits package provided

## HOW TO APPLY:

Send a resume, cover letter and salary expectations by May 23, 2025 to:

Leslie Evans, Executive Director  
Federation of Calgary Communities  
110 720 28th Avenue NE, Calgary, AB T2E 6R3  
[Leslie.evans@calgarycommunities.com](mailto:Leslie.evans@calgarycommunities.com)

**The Federation of Calgary Communities is committed to creating a diverse and inclusive workplace. We welcome applications from all qualified individuals, especially those from equity-deserving communities.**

**Note:** *A strong internal candidate has been identified for this position; however, we are committed to a fair and equitable hiring process and welcome all interested applicants.*