



2026 ENABLEMENT TEAM – ROLES AND RESPONSIBILITIES

1. PORTFOLIO LEAD, FINANCE

Position

The Portfolio Lead, Finance, supports the VP of Finance in managing CAUFP's financial operations. This role is responsible for tracking financial performance, preparing reports, and ensuring compliance with financial policies and regulations.

Responsibilities

- Assist the VP in managing CAUFP's financial operations, including budgeting and forecasting.
- Track financial performance and provide regular updates to the VP.
- Help prepare financial reports for the Board of Directors and Corporate Advisory Board.
- Ensure compliance with financial policies and regulations.

Qualifications

- Experience in financial management, accounting, or budgeting.
- Strong analytical and reporting skills.
- Attention to detail and ability to manage multiple financial tasks.
- Familiarity with financial regulations and best practices.

2. PORTFOLIO LEAD, FINANCIAL LITERACY

Position

As the Portfolio Lead, Financial Literacy, reporting to the Vice President of Financial Literacy, you hold the responsibility of designing and delivering financial education programs. This role focuses on promoting financial literacy among CAUFP members and the wider community.

Responsibilities

- Assist the VP in developing financial literacy workshops and seminars.
- Work with financial institutions and experts to provide educational content on topics such as budgeting, saving, and investing.
- Track participant engagement and gather feedback to assess program impact.

- Help promote financial literacy initiatives to CAUFP members and the broader community.

Qualifications

- Experience in financial services, education, or program development.
- Strong communication skills and ability to simplify complex financial concepts.
- Excellent organizational skills and attention to detail.
- Passionate about financial literacy and education.

3. PORTFOLIO LEAD, CORPORATE PARTNERSHIP

Position

The Portfolio Lead, Corporate Partnerships, supports the VP of Corporate Partnerships by managing and cultivating relationships with corporate sponsors and partners. This role focuses on securing funding and resources that advance CAUFP's programs and initiatives.

Responsibilities

- Assist the VP in developing corporate sponsorship packages and partnership proposals.
- Identify and cultivate relationships with potential corporate sponsors.
- Support sponsorship negotiations and ensure proper recognition of sponsors in CAUFP's events and initiatives.
- Maintain relationships with existing corporate partners to encourage ongoing engagement.

Qualifications

- Experience in corporate sponsorships, sales, or business development.
- Strong negotiation and relationship management skills.
- Ability to develop and present partnership proposals.
- Excellent communication skills and attention to detail.

4. PORTFOLIO LEAD, COMMUNITY PARTNERSHIP

Position

The Portfolio Lead, Community Partnerships, works closely with the VP of Community Partnerships to foster relationships with community organizations, academic institutions, and youth groups. This role is responsible for driving engagement and collaboration between CAUFP and community stakeholders to support programming and outreach efforts.

Responsibilities

- Build and manage partnerships with community organizations, schools, and nonprofits.
- Support the VP in organizing community-driven events, including youth summits and workshops.

- Ensure smooth collaboration between CAUFP and community partners by maintaining communication and providing necessary support.
- Help develop community-focused initiatives that align with CAUFP's goals and mission.

Qualifications

- Experience in community outreach, engagement, or partnership management.
- Strong communication and relationship-building skills.
- Ability to manage multiple projects and work collaboratively with diverse stakeholders.
- Passionate about community development and the Black community's empowerment.

5. PORTFOLIO LEAD, PROGRAMMING

Position

The Portfolio Lead, Programming, supports the VP of Programming in the planning and execution of CAUFP's events and initiatives. This role ensures that all programs are delivered smoothly and in alignment with CAUFP's mission and strategic objectives.

Responsibilities

- Assist in managing the programming calendar, coordinating logistics for events and workshops.
- Collaborate with speakers, sponsors, and venues to ensure successful event delivery.
- Oversee program timelines and ensure all necessary materials are prepared in advance.
- Provide on-the-ground support during events to ensure smooth execution.

Qualifications

- Strong project management and organizational skills.
- Experience in event planning or program delivery.
- Ability to work under pressure and manage multiple tasks at once.
- Excellent attention to detail and communication skills.

6. PORTFOLIO LEAD, MEMBERSHIP

Position

The Portfolio Lead, Membership, supports the VP of Membership by developing strategies to grow and retain CAUFP's membership base. This role focuses on enhancing the membership experience and ensuring members receive value from their participation.

Responsibilities

- Assist in membership recruitment and retention efforts, promoting the benefits of CAUFP membership.

- Engage with members to gather feedback and ensure they are satisfied with their experience.
- Help organize membership drives and outreach initiatives.
- Track membership data, including growth, retention, and engagement.

Qualifications

- Experience in membership development or customer engagement.
- Strong communication and interpersonal skills.
- Ability to analyze membership data and provide actionable insights.
- Passionate about member engagement and satisfaction.

7. PORTFOLIO LEAD, MARKETING & COMMUNICATIONS

Position

The Portfolio Lead, Marketing & Communications, supports the VP in managing CAUFP's brand, public relations, and digital presence. This role ensures that CAUFP's events, initiatives, and programs are effectively promoted to members and the broader community.

Responsibilities

- Assist with the development and execution of marketing strategies to promote CAUFP's events and initiatives.
- Manage social media channels, creating engaging content that drives awareness and participation.
- Help produce marketing materials such as newsletters, event flyers, and promotional content.
- Track the effectiveness of marketing campaigns and report outcomes to the VP.

Qualifications

- Experience in marketing, communications, or public relations.
- Strong digital media skills, including social media management.
- Excellent writing, editing, and content creation skills.
- Ability to work on multiple projects and meet deadlines.

8. PORTFOLIO LEAD, TALENT ACQUISITION

Position

The Portfolio Lead, Talent Acquisition, supports the VP of Talent Acquisition by helping to manage CAUFP's talent database, sourcing candidates, and ensuring that CAUFP continues to attract skilled and diverse individuals. This role involves collaborating on recruitment strategies and working closely with corporate recruiters to match candidates with opportunities within CAUFP and its partner organizations.

Responsibilities

- Assist in managing and updating the talent database, ensuring candidate information remains accurate and up to date.
- Support the sourcing of candidates through various channels, including job boards, social media, and networking events, with a focus on building a diverse talent pool.
- Screen candidates to assess their qualifications and cultural fit with CAUFP and its partners.
- Collaborate with corporate recruiters to connect qualified candidates with appropriate roles and hiring needs.
- Help cultivate relationships with candidates and corporate recruiters to ensure a smooth and positive recruitment experience.
- Track and analyze recruitment data, contributing to the continuous improvement of talent acquisition strategies.

Qualifications

- Experience in talent acquisition or recruitment, with knowledge of applicant tracking systems and HR databases.
- Strong communication and relationship-building skills.
- Excellent organizational and time management abilities, capable of handling multiple tasks in a fast-paced environment.
- Analytical skills for tracking recruitment metrics and generating insights.
- A degree in Human Resources, Business Administration, or a related field is preferred.

9. PORTFOLIO LEAD, VOLUNTEER EXPERIENCE

Position

The Portfolio Lead, Volunteer Experience, supports the VP of Volunteer Experience in managing and enhancing the volunteer program. This role ensures that volunteers are engaged, motivated, and provided with the tools and resources they need to succeed.

Responsibilities

- Assist in the recruitment, interviewing, and onboarding of new volunteers.
- Support the off-boarding process for volunteers completing their service.
- Work with the VP to create volunteer recognition and engagement programs and initiatives.
- Track volunteer retention, feedback, and ensure volunteers remain motivated and engaged.

Qualifications

- Experience in volunteer management or human resources.
- Strong organizational and leadership skills.
- Ability to communicate effectively with volunteers and team members.
- Passion for creating positive volunteer experiences.

10. PORTFOLIO LEAD, CORPORATE GOVERNANCE

Position

The Portfolio Lead, Corporate Governance, works with the VP of Governance and the Board of Directors to ensure compliance with CAUFP's governance policies and legal obligations. This role involves tracking governance procedures and maintaining up-to-date records.

Responsibilities

- Assist the VP of Corporate Governance in tracking Board governance procedures and ensuring compliance with legal requirements.
- Maintain records of Board meetings, including minutes, resolutions, and policies.
- Monitor regulatory changes and ensure CAUFP remains compliant with governance best practices.
- Support the preparation of reports for the Board of Directors and the Corporate Advisory Board.

Qualifications

- Experience in corporate governance, legal administration, or compliance.
- Strong attention to detail and organizational skills.
- Ability to manage multiple governance tasks and meet deadlines.
- Familiarity with governance best practices and legal requirements.

11. PORTFOLIO LEAD, WESTERN CHAPTER

Position

The Portfolio Lead, Western Chapter, works closely with the BC Chapter Lead and VP of Western Chapter to expand CAUFP's presence in the Western region. This role involves driving membership growth, fostering relationships with local organizations, and organizing regional events. The Portfolio Lead will play a key role in ensuring CAUFP's initiatives resonate with and support the Western Canada community.

Responsibilities

- Collaborate with the BC Chapter Lead and VP of Western Chapter to implement strategies for growing CAUFP's membership and engagement in the region.
- Build and maintain relationships with local corporations, educational institutions, and community organizations to create collaborative opportunities.
- Help organize and execute regional events, such as networking mixers, workshops, and community outreach initiatives.
- Support the promotion of CAUFP's programs and events in Western Canada, ensuring visibility and engagement.
- Track membership growth and event participation, reporting outcomes to the BC Chapter Lead and VP of Western Chapter and supporting future initiatives.

Qualifications

- Experience in chapter leadership, business development, or community engagement.

- Proven ability to build partnerships and foster relationships in a local context.
- Strong organizational skills with the ability to manage events and initiatives.
- Excellent communication and interpersonal skills.
- Passionate about promoting CAUFP's mission and expanding its impact in Western Canada.