

# Tapestry Community Capital Senior Researcher

## Details

Apply By: February 8th, 2022

Assignment timeline: 6 Months with possibility of extension

Job Type: Consultancy contract (approx. 35 hours/week) \*

Location: Canada (Virtual)

Hourly rate: \$30-40/hr commensurate with experience

## About Tapestry Community Capital

Tapestry Community Capital is catalyzing a vibrant community investment marketplace to finance iconic community projects.

We work with a wide range of partners to help them tap into their network of supporters, raise investment, and grow their impact. We have helped to raise \$80 million in community financing to fund 59 projects across Canada. Each of these projects strives to make this country a more sustainable, inclusive and resilient place.

To learn more about Tapestry, visit our website.

## About the Role

Tapestry has recently undertaken two research projects, in the fields of affordable housing and community energy. As the Senior Researcher, you will lead and coordinate these projects, working closely with the respective clients and engaging the Tapestry team to complete pieces of the projects as required. Please see a brief description of the projects below.

**Affordable Housing:** Tapestry has recently been awarded incubation funding from the Canadian Housing and Mortgage Association's Housing Supply Challenge to explore how our community bond program could be adapted to meet the needs of non-profit affordable housing developers. During the next six months, we will be conducting an intensive human centered design research process to understand the multitude of barriers and opportunities that exist, and to design our financing solution. The project will culminate in a final grant application to receive implementation funding for our proposed solution.

**Community Energy:** Tapestry has engaged with a Canadian municipality to support the conceptualization and design of a community investment system to finance their sustainable energy program and net-zero ambitions. Our role is to explore their research to date, and make an assessment as to how they can best move forward with implementation.

Both projects have the potential to extend beyond the six-month window proposed for this position. Should the role be extended, there may also be opportunities to move into other exciting areas of sectoral research, such as in education, health-care, arts & culture.

\*Please note that we are open to the option of a reduced time commitment. See "How to Apply" below for further details.



## What You'll be doing

### Project Management

- Create workback schedules to deliver the projects on time and in line with client expectations
- Plan and lead bi-weekly check-in meetings, involving other Tapestry team members and advisors as needed
- Oversee project deliverables, acting as a bridge between the clients and the Tapestry team
- Prepare summary documents, slideshows, and flowcharts to illustrate project findings

### Stakeholder Engagement

- Create stakeholder maps of organizations and individuals that may be impacted or benefit from the respective projects
- With the support of the Tapestry team and input from the client, create tailored interview surveys for the respective stakeholder groups identified
- Coordinate and conduct interviews, taking detailed minutes and summarizing and documenting findings in an easily digestible format

### Conceptual Design and Financial Modeling

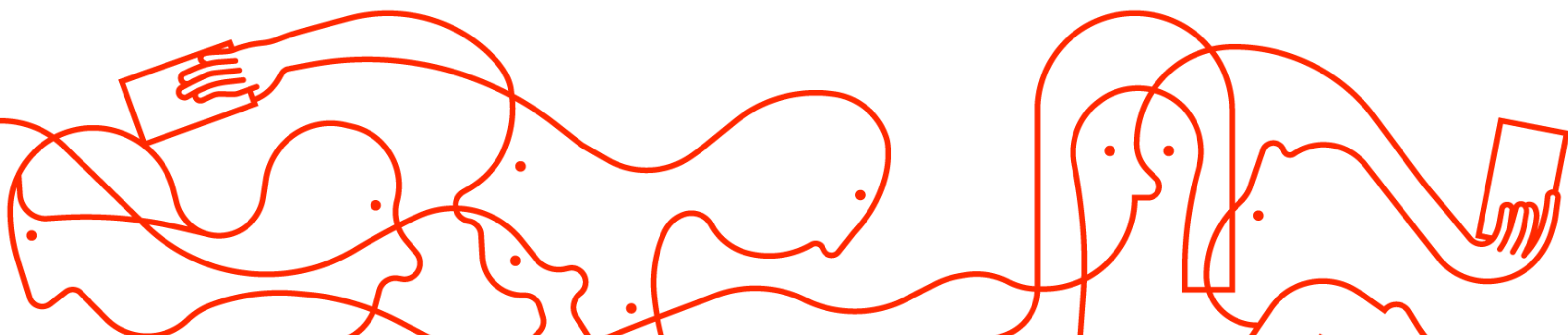
- Depending on your experience and skill set, you may also be asked to contribute to the conceptual design of the community energy investment system by engaging in the review of investment system documents already produced by the municipality and providing inputs to the financial model
- Based on your research findings and consultations with affordable housing stakeholders, you will be asked to share your insights for the design of our community bond program

## Skills and Qualifications

- Meticulous research and organization skills and high degree of professionalism
- Ability to work independently
- Resilient and capable of working through ambiguity to ensure project completion
- Experience facilitating workshops & learning sessions
- An appreciation for informed solutions - you are not afraid to ask lots of important questions to uncover nuances in a situation
- Bachelor's degree or equivalent education or training/experience
- 3-5 years' experience in a collaborative and high-performance setting

## We would also value the following (not required):

- Experience in renewable energy, energy efficiency and/or affordable housing, and associated policy instruments
- A knowledge of innovative financing tools, including Community Bonds, Community Economic Development Investment Funds (CEDIFs), Property Accessed Clean Energy (PACE) programs, etc.
- Working proficiency in French
- Experience producing financial models





We believe that experience comes in many forms and that skills are transferable across industries. We encourage you to apply if you feel that this opportunity speaks to you.

### **What we can offer you:**

- An opportunity to be part of an innovative and growing social enterprise
- Flexible working hours
- 100% remote working

### **How to Apply**

Please submit a cover letter telling us why you are interested in working for Tapestry and how your previous experiences will contribute to the role. Please send your cover letter and resume as a single PDF. Please use your full name as the file name (i.e. FirstLast.pdf). Send your application by email to [careers@tapestrycapital.ca](mailto:careers@tapestrycapital.ca).

Please note that we are flexible in terms of your time commitment per week. In your cover letter, please indicate how many hours you would be interested in, and if there is one project described above that better fits with your skillset.

Tapestry Community Capital is fully committed to diversity, equity, and inclusion. We value contributions from our employees coming from diverse backgrounds and lived experiences. We welcome applications from all persons, especially equity-seeking groups, persons of colour, women, persons with disabilities, members of sexual minority groups, and any others with a non-binary or traditional background who may be interested in the position. If you require special arrangements, please let us know via email at [careers@tapestrycapital.ca](mailto:careers@tapestrycapital.ca).

**Deadline:** Tuesday February 8th, 2022 at 9 pm EST