

MANAGER, COMMUNITY PROGRAMS NON-PROFIT COMMUNITY ORGANIZATION OTTAWA, ON | FULL-TIME

Develop, build and lead creative strategies and projects for a leading non-profit community-based organization in Eastern Ontario.

Our client, a leading community organization located in Ottawa, provides diverse and innovative programming to empower vulnerable populations. This multi-service agency has succeeded in growing with the community over the last four decades by continuing to adapt to the ever-changing needs of the population.

We are partnering with this organization in search of a compassionate, hands-on and strategic leader to fulfill the role of: Manager, Community Programs.

This is an exceptional opportunity for a highly engaged professional who is motivated and passionate about building stronger and healthier communities.

The Role Overview:

The Manager, Community Programs is a key member of the leadership team focused on providing leadership and direction in the development and implementation of collaborative projects, with the goal of improving the well-being of vulnerable residents within the community.

The Key Focus:

- Lead in the planning, implementation and evaluation of programs within the community portfolio, with a focus on evidence-based practices and continuous improvement.
- Develop an annual program funding plan aligned with the strategic and operational plan.
- Determine staffing, space and other resources that are required to deliver programs.
- Oversee the hiring, supervision and evaluation of staff as appropriate to the programs and requirements.
- Negotiate and monitor service delivery agreements.
- Prepare and manage the budget in coordination with the Community Director.
- Develop, coordinate and supervise activities to collect and analyze services data and reporting.
- Support research initiatives and maintain an awareness of current issues related to Community Development in Ottawa.
- Maintain a robust knowledge of the local needs of the community within the program.
- Maintain close working relationships with program partners and community organizations.



The Skillset:

- A Master's level degree from a recognized University in a social science or a Bachelor's degree and 3-5 years of progressive management experience.
- A minimum of 5 years of community service experience, preferably in a community-based setting.
- A minimum of 3 years of supervisory experience.
- Experience with general management principles, including financial and human resources.
- Experience in preparing and writing fund proposals.
- Experience in liaising with funders, partners and leaders of the community.
- Proficiency in computer skills.
- Fluent in English and a high level of proficiency in French (oral expression, comprehension and reading).
- Valid driver's license and access to a vehicle.

Please contact Krista at krista@podgroup.ca for further information - we welcome an exploratory discussion with all those that have an interest and present their resume. For additional information, please visit www.podgroup.ca.

