



Manager of Programs

Title: Manager of Programs

Department: Education Programs

Status: Full-time, 2-year term (with the possibility of renewal)

Location: Ottawa, ON (with option to work virtually anywhere in Canada)

Immediate Supervisor: Executive Director

Salary Band: \$60,000 - \$65,563.62 (plus benefits)

Application Deadline: Friday, March 25th, 2022 at 11:59 PM (EST)

Applications for this position will be reviewed on an ongoing basis until a successful candidate is selected.

The Canadian Centre for Gender and Sexual Diversity (CCGSD) intersectionally promotes diversity in gender identity, gender expression, and romantic and/or sexual orientation in all its forms on a national level through services in the areas of education, health, and advocacy. Our resources and programming can be used to uplift gender and sexual minorities, as well as give the tools to wider populations in building allyship. For more information, please visit our website at www.ccgdsd-ccdgs.org. The CCGSD strongly believes in equitable practices, and as such, strongly recommends that individuals of gender, ethnic and sexual minorities apply.

CCGSD offers an optional benefits package, but most importantly, we offer the opportunity to be part of a national movement to end discrimination. If you advocate for gender and sexual diversity, anti-violence and anti-discrimination, and share our values of Equity, Access, Rights, and Participation for All – we want you on our team!

SCOPE OF THE POSITION:

The Manager of Programs will work closely with, and report to, the Executive Director. They will lead, coordinate, and provide strategic management on CCGSD's program delivery and development across all of our strategic goals. Leading a team of program coordinators, the manager will be responsible, not only for setting strategy and plans but also for development and implementation of its programs including education workshop training, comprehensive sexuality education, intersectionality and diversity, and history-focused programs. They will manage the program's budget, ensuring effective use of financial and human resources through good planning and monitoring.

As a member of the Management Unit, this position will contribute to CCGSD's continuous improvement of existing programs, design and development by drawing from the latest research in comprehensive sexual and diverse education, trauma and resilience, evidence-based practices in youth programming, and integrating youth participation in the design, implementation, and evaluation of programs. They will provide strategic advice to the Executive Director and the Board, and contribute to the leadership of CCGSD.

MAJOR RESPONSIBILITIES: (This is not an exhaustive list of duties to be performed)

The Manager of Programs will contribute to achieving organizational goals and objectives through the following:

Program Leadership

- Contributes to the overall direction of CCGSD, effectively integrating the efforts of the Programs Department in support of the mission and strategic goals.
- Serve as a leader and champion for anti-oppression and 2SLGBTQ+ rights, and ensure strong programming to achieve CCGSD's strategy and action plan, and the mission and vision.
- Build and maintain strong alliances with government, donors, institutions, local organizations, media and other stakeholders.
- Provide strategic and policy advice to the Executive Director and Management Unit.
- Contribute to the leadership of CCGSD, collaborating with other CCGSD Departments and helping to shape its future direction.
- Oversee and provide the delivery of educational workshops for clients.

Compliance and Stewardship

- Ensure sound program management and good stewardship of CCGSD's resources, using strong internal systems and controls, and regular reviews of program performance.
- Develop, implement, monitor and evaluate a coherent, innovative, intersectional feminist national program that meets CCGSD program standards and advances CCGSD's mission.

Program Development

- Oversee institutional funding strategy that identifies funding needs and opportunities.
- Monitor requirements and manage resources to secure needed funds.
- Overseeing relations between CCGSD and its funders; particularly the Ministry of Heritage, provincial Ministries of Education, and other Canadian donors.
- Ensure program management costs are recovered from funders.
- Ensure effective collaboration with the Communications and Advocacy Department and ensure that they have what they need to develop fundraising campaigns for national programs.
- Collaborate with Finance and Administration Department to produce financial reports and budget projections.

Management

- Ensures the Programs Department is contributing effectively to CCGSD strategic goals and operational priorities.
- Lead and convene the Programs Department team, ensuring cross-unit collaboration and the setting of departmental goals and priorities in a collaborative fashion.
- Set priorities and direct work, including delegation of objectives to staff. Support the implementation of HR procedures.
- Manage performance and prepare quarterly reports for the Executive Director to share with the Board of Directors.
- Increase staff capacity through a supportive and collaborative approach.
- Cultivate a positive work culture based on CCGSD's core values of Equity, Access, Rights, and Participation for All.

- Ensures proper monitoring and reporting of CCGSD programming initiatives.
- Support staff and consultants/contractors in writing grant proposals, establishing program plans and budgets, and program evaluations.

Other

- Such other duties as the CCGSD may reasonably assign to you from time to time, acknowledging that the CCGSD is a small business requiring a great deal of flexibility in the assignment of tasks and its expectations of its staff.

REQUIRED EXPERIENCE, KNOWLEDGE & COMPETENCIES:

- At least three (3) years of experience in the not-for-profit sector, public engagement, public policy, communications and/or marketing.
- A degree in the social sciences, university-level academic or professional training in women's and gender studies, public policy, business, non-profit management or a related area (Cases for Equivalency).
- Proven track record as an effective manager/leader/supervisor in an environment emphasizing teamwork and collegiality.
- Proven experience of increasing responsibility in team leadership and program management, including budget and human resource management, strategic planning and program funding.
- Experience managing small to large programs and projects.
- Experience in successful stewardship of funds and maintaining strong relationships with government and donor partners.
- A deep personal commitment to and knowledge of feminist principles, 2SLGBTQ+ rights, and comprehensive sexual education.
- Knowledge of federal government departments, including Ministry of Heritage, Department of Women and Gender Equality; and provincial Ministries of Heritage (or equivalent) and Ministries of Education.
- Ability to establish and maintain positive working relationships with staff and contractors, partners, especially government officials, local organizations and donors.
- Strong knowledge of program management including skills in project design; work plans; budgets; monitoring, evaluation and learning.
- Bilingualism is an asset.
- Experience with media and with fundraising is a definite asset.
- Commitment to and knowledge of anti-oppression and 2SLGBTQ+ rights
- Ability to travel nationally.

ABOUT YOU:

You are interested in this role because strong and impactful programming for 2SLGBTQ+ youth matters to you. Collaborating on programs and projects with strategic partners comes naturally to you. As an empathetic leader, you value feminist leadership and fostering a work environment that truly reflects anti-racist and anti-oppressive values. You're an "out-of-the-box" thinker when it comes to youth program design and how to centre impact in the projects you develop. Nothing excites you more than developing unique programming for diverse youth in Canada. Above all, you're excited and willing to work through a period of change and internal strengthening.

**** MUST be eligible to work in Canada ****

TO APPLY, please submit a resume and cover letter to recruitment@ccgsd-ccdgs.org, with the subject line: **Programs Manager Application**.

The application deadline is **March 25th, 2022, at 11:59 PM (EST)**

CCGSD promotes feminist and anti-oppression principles. We encourage applications from women and gender diverse people of all races, ethnic origins, religions, abilities and sexual orientations. *If you are invited to continue the selection process, please notify us as soon as possible of any particular adaptive measures you might require.*

For additional career opportunities with CCGSD, please visit <https://ccgsd-ccdgs.org/careers/>

We welcome you to join the movement to end discrimination – sign up for news and updates today: <https://ccgsd-ccdgs.org/newsletter/>