



Job Posting: Director of Programs

Summary of Position

BGC Dawson is seeking an experienced leader in the community-service sector to support the design, implementation, and evaluation of its programs. Reporting to the Executive Director, the Director of programs will supervise 6 direct reports operating children and youth, seniors, food and sustainability, and other programs serving the Verdun community.

About the Organization

BGC Dawson is a non-profit recreational and educational organization that serves over 700 members yearly. We strive to offer a welcoming atmosphere where people can meet, learn, and grow as individuals and support each other to form a stronger sense of community. With deep roots in the English-speaking community in Verdun since 1959, BGC Dawson is a safe and supportive community centre that offers a wide range of educational, recreational, and social programs.

Position

BGC Dawson is seeking an experienced Director of Programs to supervise a wide range of community programs and is responsible for the overall success of each program. The Director of Programs will support and supervise Program Coordinators and will keep senior management informed on progress and performance. A successful Director of Programs must have a broad knowledge of program management principles. They must have a strategic mindset as well as be able to lead and develop their teams. The goal is to ensure every program will be delivered successfully and add the highest possible value to the organization.

Responsibilities

Reporting to the Executive Director, and working closely with the Director of Finance and Administration, the Director of Programs plays a central role in the organization by:

Human Resource Management

- Directly supervising all Program Coordinators including hiring, training, coaching, and performance management of the team
- Supporting Program Coordinators with the recruitment and management of program staff and volunteers
- Working collaboratively with administration to maintain updated records for all program staff

Program Design and Delivery

- Designing and implementing project/program work plans, budgets, materials and tools, and evaluation frameworks.
- Drafting grant applications to a range of funders including government, foundations, and corporate donors.
- Working collaboratively with Member Services to design and produce project/program materials and communications in line with BGC Dawson standards.

Monitoring and Evaluation

- Administering all program grants, maintaining appropriate activity, evaluation, and financial records for reporting to funders and other stakeholders.
- Working collaboratively with the Executive Director to develop evaluation frameworks for all programs, and implements these with an eye to meeting community needs.

Partnership Development and Stakeholder Relations

- Fostering new and nurturing existing partnerships with funders, community agencies, tables de concertation members, and other stakeholders.
- Documenting all program activities, challenges, and successes for contribution to the Annual Report or other materials for distribution to members, partners, and other stakeholders.

Other Duties

- Monitoring government policies and regulations as they pertain to human resources, and program and service delivery.
- Supporting special events and activities at BGC Dawson such as holiday parties, recruitment drives or outreach, and funder or donor events.
- Representing the organization at events or with media, as needed or requested by the Executive Director.

Qualifications

Education and Experience

- An undergraduate degree in a related field, or equivalent education and experience
- A minimum of 5 years working in the non-profit or community-service sector
- At least 2 years of project/program management and development experience
- Experienced in supervising staff and volunteers in a community setting
- Demonstrated grant-writing and fundraising record

Competencies and Attributes

- English and French fluency, spoken and written required
- Exceptional interpersonal and conflict resolution skills
- Strategic team player that can contribute to organizational visioning
- Multi-tasker with an ability to manage multiple projects and competing interests
- Highly organized and detail-oriented
- Committed to the community with a desire to deliver high quality programs and services

BGC Dawson offers a competitive salary, benefits, and incredible work environment in a community setting. This is a full time position of 35 hours per week.

How to Apply

To apply please send your résumé and cover letter to chad.polito@bgcdawson.ca no later than February 25, 2022 at 5:00pm quoting the position title "Director of Programs, BGC Dawson". Only applicants selected for an interview will be contacted.

BGC Dawson is committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please advise us as soon as possible. All information received in relation to accommodation will be kept confidential.