



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

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Job Board Posting



Careers.Indigenous.Link

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MANAGER, CARNEGIE PROJECT

Job ID	63568-1314	
Web Address	https://careers.indigenous.link/viewjob?jobname=63568-1314	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2024-07-10	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

Reporting to the Vice-Provost (Teaching and Learning) at McMaster University and the Canadian Carnegie Classification for Community Engagement (CCCCE) Management Team of the Canadian Carnegie Host Joint Venture (CCHJV), this position exists to advance the CCCCE through strategic planning and managerial leadership. This work is expected to include building partnerships with post-secondary institutions, individuals and organizations in both Canadian and international communities, and working with the Canadian Carnegie Steering Committee and the CCCCE Management Team to develop and implement a business development plan in support of strategic initiatives. This includes sourcing and securing funding for ongoing operations; generating, researching and proposing new revenue sources; supporting working groups to ensure timelines are met and activities delivered in accordance with approved budgets; and launching the inaugural CCCCE consistent with community engagement and CCCCE guiding principles. ACCOUNTABILITIES STRATEGIC PLANNING (50%): Partners with the CCCCE Leadership in developing both short and long-term plans in accordance with the broader strategic directions for the CCCCE.

Manages multiple, large- scale projects that supports the strategic planning process for CCCCE. Develops project plans and monitors progress toward desired outcomes.

Provides administrative leadership and support to advance the strategic priorities and directions for the CCCCE.

Develops action plans, timelines, and accountabilities for plan implementation. Monitors all aspects of the projects and analyses progress.

Collects data from internal and external sources, compiles, processes and synthesizes data and interprets results to meet the needs of the CCCCE. Provides information, support, and advice to relevant parties. Develops, analyzes, and reviews information to prepare comprehensive reports, executive summaries, and correspondence for distribution.

Prepares briefing materials for decision-makers based on research, analysis of information and data from internal and external sources that are aligned with the strategic directions of the CCCCE.

Works to foster partnerships with community organizations and individuals to further the CCCCE's strategic goals and to explore potential funding opportunities.

Evaluates the effectiveness of the strategic plan implementation and charts progress on Key Performance Indicators (KPIs) achieved and reports this information to the CCCCE management team Chair and the management team, for discussion of next steps.

Acts as a resource person, liaison, and communicator with respect to initiatives related to projects. Coordinates the flow of information and directs data appropriately. Reviews and analyzes reports, briefs, and other sources of information and composes related correspondence and documents. Ensures information is accessible to others. Acts as contact person and collects, formats, and disseminates information to others ensuring information is clear, correct, and in a form suitable to its intended audience.

OPERATIONS (25%): Works collaboratively with partner institutions such as the American Council on Education, the Carnegie Foundation, McMaster University, Universite de Montreal, Saskatchewan Indian Institute of Technologies, and Simon Fraser University.

Proactively contributes to the process improvement and quality projects of CCCCE.

In consultation with the CCCCE management team Chair and the management team, leads, develops long term strategies, budgets and plans aligned with business development and special project initiatives.

Monitors the project budget in accordance with McMaster University policies and procedures.

FUNDING AND COMMUNICATIONS (25%): Initiates ideas and prepares a business development plan for revenue generating initiatives of the CCCCE for review of the CCCCE management team Chair and the management team.

In collaboration with the CCCCE management team chair and the management team, prepares project proposals that support the organizational work of the CCCCE.

Explores marketing and promotional opportunities and brings information to the CCCCE management team chairs and the management team for discussion and decisions for moving forward.

Supports CCCCE branding, marketing, and communication plans for the classification process, independent from the brand of any one institution.

RELATIONSHIP MANAGEMENT: Understands and embraces CCCCE values and principles.

Develops solid collaborative relationships. Works to maintain partnerships with institutions, departments, faculty and staff to determine business development needs of the CCCCE.

Develops, fosters and manages effective business relationships and channels of communication with partners across CCCCE and wider communities in Canada such as Indigenous and Francophone communities.

Builds relationships with multiple internal/external constituents with diverse needs demonstrating sensitivity and political acuity in all interactions.

EDUCATION: University degree with a focus in strategic management, project management, financial management & quality improvement.

Four plus years of experience in administration.

Additional certification in process improvement methodology (such as Lean Six Sigma) and/or project management would be a significant asset.

An equivalent combination of experience and education may be considered.

EXPERIENCE: Four plus years of experience in organizational management.

Demonstrated ability to set priorities and deadlines to ensure multiple projects and objectives are achieved in a timely manner.

Able to navigate in a complex decentralized organization with multiple institutional partners, with flexibility and a tolerance for ambiguity.

Strong relationship management skills and ability to foster internal relationships with leaders across the University.

Higher education experience in community engagement (e.g., community-engaged research, community-engaged teaching, and learning)

Knowledge of Indigenous cultures and organizations would be an asset.

For more information, visit McMaster University for **MANAGER, CARNEGIE PROJECT**