



# 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.Link's 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  
Toll Free Fax: (877) 825-7564  
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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/14

## Special Programs Manager (Government Proposals)

|                    |   |                     |
|--------------------|---|---------------------|
| <b>Job ID</b>      | 377172-1-1540   |                     |
| <b>Web Address</b> | <a href="https://careers.indigenous.link/viewjob?jobname=377172-1-1540">https://careers.indigenous.link/viewjob?jobname=377172-1-1540</a> |                     |
| <b>Company</b>     | Toronto Metropolitan University   |                     |
| <b>Location</b>    | Toronto, ON   |                     |
| <b>Date Posted</b> | From: 2023-10-26  | To: 2050-01-01      |
| <b>Job</b>         | Type: Part-time   | Category: Education |

### Description

#### About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University (TMU) is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current academic plan outlines each as core values and we work to embed them in all that we do. TMU welcomes those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us in realizing the benefits of embedding these values into the work at every level and in every unit of the university. In addition, to correct the conditions of disadvantage in employment in Canada and to bring lived experiences to the work, we encourage applications from members of equity deserving groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit Peoples in Canada, First Nations Peoples in the United States, racialized people, Black people, persons with disabilities, women, and 2SLGBTQ+ people. Preference will be given to candidates with lived experiences as people from equity deserving groups, as well as experience working with these communities with which the University works every day. Please note that all qualified candidates are encouraged to apply and we welcome newcomers and immigrants to Canada. In April 2022, the university announced its new name of Toronto Metropolitan University. Learn more about our next chapter. The team

The DMZ is a world-leading startup incubator based at Toronto Metropolitan University that equips the next generation of tech entrepreneurs with the tools needed to build, launch, and scale highly impactful startups. By providing connections to customers, coaching, capital, and a community, the DMZ's customized approach helps innovators reach the next milestone in their entrepreneurial journey - whatever that might be. Through its award-winning programming, the DMZ has helped more than 800 startups raise \$2.5 billion in capital and create 5,000+ jobs. Headquartered in Toronto, Canada with globally-accessible programming, the DMZ has a widely-recognized international presence with offices in Vietnam, India, and the U.S., and partnerships across North America, Latin America, Africa and Asia.

#### The Opportunity

The Special Programs Manager manages and oversees special programs related to the priorities of the DMZ and the University, from development to implementation stage. The successful candidate will plan, execute and implement all aspects of a program within agreed budget, specifications and timelines, and manage client-team relationships. Develops new program proposals, as required. Other responsibilities will include but are not limited to:

- Manages, monitors and operates special programs, from planning to implementation / delivery. Defines and develops program scope and objectives, timetables and deliverables. Appropriates the necessary resources for the program, to include staffing, equipment, space and other program requirements, specific status reports, outlining anticipated issues and risks that may impact program delivery schedules and financial reporting. Reviews and negotiates contracts as needed.
- Ensures that programs are adequately funded and that funds are expended in an appropriate manner to facilitate cash flow availability. Employs established project management practices and techniques, as well as past experience in implementing industry business systems, to ensure that program deliverables are achieved on time, within budget and to specifications.
- Prepares and presents program updates and reports to Senior Management and to external clients as appropriate. Manages client relationships, day-to-day interactions and communications, and ensures that clients receive information in a timely manner. Coordinates and facilitates client-team meetings to ensure that client needs are understood, alternative solutions are evaluated, agreements are reached and documented, and client needs are translated into executable program plans.
- Oversees and supervises the Programs Specialist and other project staff and their activities, including hiring, training, determining priorities and deliverables to ensure that projects are completed, on time, within budget, within quality standards and to the client's satisfaction. Sets performance standards and identifies staff training needs. Develops the capabilities of staff to maximize their potential. Makes recommendations on the appropriate performance management of staff.
- Works with the Senior Director and the DMZ Marketing and Communications team to coordinate internal university-wide communications to support program results dissemination and promotion of successful programs.
- Defines and conceptualizes effective communication strategies, liaises with key contacts. Oversees content and communication tools for research programs. Develops and oversees the implementation of service information programs which help to promote funding opportunities
- Participates in short and long-range strategic planning and conducts the necessary research to gather information relevant to the programs, for example, industry trends, issues, developments, competitive programs, potential partners and collaborators. Forecasts and provides insight on trends and identifying opportunities for increased collaboration and supports the framework with the University's strategic directions.
- Works with the DMZ and Zone Learning in developing networks with current and potential industry partners and other target audiences to explore program opportunities and leads. Makes presentations to external stakeholders as requested, to generate awareness and interest about the University and the program's value proposition vis-a-vis the potential client or industry technology needs. Assists in the development and coordination of

communication materials to promote programs and initiatives, for example, but not limited to, program/research success stories, events, news releases, etc. Liaises with Senior Directors to leverage existing relationships.

Organizes and participates in seminars, symposiums, workshops and conferences as required.

#### Qualifications

To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

- Completion of a post-secondary degree, preferably in business administration, or related discipline.
  - Minimum of five (5) years in a project leadership role, preferably in business development or managing complex projects.
  - Project leadership should include direct management of the funder / client relationship. Experience with government funding agencies highly desirable.
  - Experience with the Ontario and Canadian innovation and entrepreneurial ecosystems - entrepreneurs, incubators, accelerators, public and private funders, and support organizations including best practices for training, support and development of entrepreneurs, start-ups and research commercialization.
  - Project management including financial management skills - specific training or certification.
  - Effective oral communications, project reporting and writing skills, with the ability to facilitate client and team meetings.
  - Strong presentation skills, with the ability to deliver engaging and informative presentations that clearly explain technical information to non-technical audiences and clients;
- Marketing and relationship-building skills.
- Event management skills.
  - Strong leadership and management skills, with the ability to build and motivate teams , and inspire members to innovate while performing on budget and on schedule.
  - Strong financial and business management skills, with the ability to draft budget proposals, forecast expenses and monitor relevant research and contract accounts.
  - Strong interpersonal skills; ability to work collaboratively with internal and external stakeholders.
  - Strong customer service orientation.

#### Additional Information

Position Number(s) 20004379

Reports To Senior Director, Programs and Partnerships

Department DMZ

Vacancy Type TERM

Employee Group MAC

Work Location Hybrid

Start Date ASAP

End Date 1 year from start date

Hours of Work 36.25

Grade C51

Salary Scale -

Hiring Salary Range \$75,120 - \$119,996

TA Specialist -

Posting Date October 25, 2023

Application Close Date Until filled

Additional Notes:Additional Notes:

- An equivalent combination of education and experience may be considered.
- Applicants who do not meet all of the posted qualifications may, upon the University's sole discretion, be considered to fill a vacancy on an underfill basis.
- Candidates must have a demonstrated record of dependability/reliability and a commitment to maintain confidentiality.
- We encourage all First Nations, Metis and Inuit peoples or Indigenous peoples of North America, to self-identify in their applications.
- As part of the selection process, candidates may be required to complete an occupational assessment. Applications will only be accepted online through Toronto Metropolitan University's career site.
- Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university culture.
- We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, beginning with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please contact [hr@torontomu.ca](mailto:hr@torontomu.ca). All information received in relation to accommodation will be kept confidential.

For more information, visit Toronto Metropolitan University for Special Programs Manager (Government Proposals)