



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.

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Job Board Posting



Careers.Indigenous.Link

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Program Manager, Reconciliation / Gestionnaire De Programmes, Réconciliation

Job ID	81-1F-22-C8-14-0C	
Web Address	https://careers.indigenous.link/viewjob?jobname=81-1F-22-C8-14-0C	
Company	The J.W. McConnell Family Foundation / La Fondation McConnell	
Location	Flexible Within Canada. Montreal Preferred. (Remote Work Is In Effect While COVID-19 Restrictions Apply.) , Across Canada	
Date Posted	From: 2021-10-06	To: 2021-11-05
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible / le plus rapidement possible	
Job Salary	To Be Discussed / À Discuter	
Languages	Functional Bilingualism With Excellent Oral And Written Skills In Either English Or French.	

Description

About the Foundation: Headquartered in Montreal, the McConnell Foundation is a private Canadian foundation that strives for a resilient, inclusive and sustainable society that can successfully address its complex challenges.

Opportunity: The successful candidate will join a dynamic team that supports diverse and innovative approaches to address climate change, reconciliation and community resilience. We do so through funding and investment partnerships, strengthening capabilities, convening, and collaborating with the public, private and non-profit sectors.

Position summary: Under the supervision of the Program Director, Reconciliation, the Program Manager together with colleagues, partners and advisors, supports the development and implementation of the Foundation's Reconciliation strategy, funding and partnerships. The Manager is a core member of the Programs Team and balances focus area management with cross-cutting responsibilities to support the effective functioning of the team as a whole.

Core responsibilities

-Focus Area Management

- â— Supports the development and implementation of the Reconciliation focus area strategy, in alignment with the Foundation's overall strategic direction.

- â— Identifies resources, gaps and needs in the field and recommends options/approaches for consideration.

- â— Manages and ensures operational excellence in due diligence, funding and contract management, evaluation and reporting for the Reconciliation focus area.

- â— Implements an annual work plan.

- â— Supports the administration of the Reconciliation focus area budget and oversees financial reports by partners.

- â— Ensures information is up to date in the funding and partnership database.

- â— Participates in strategic partnership development.

- â— Keeps abreast of trends from the field, learns from and with partners, and initiates and conducts research to support focus area development.

- â— Participates in the design and implementation of convening activities.

-Cross-Cutting Responsibilities

- â— Contributes to a healthy and productive team dynamic.

- â— Seeks out opportunities for shared learning and action across focus areas.

- â— Supports one secondary focus area and/or special projects of team-wide significance.

- â— Helps partners navigate Foundation processes.

- â— Provides input into strategy, budgeting, risk management, due diligence, monitoring, evaluation and learning, and developing and improving internal processes.

- â— Participates in the development of Board books.

- â— Supports focus area communications as needed.

-Collaboration and Representation

- â— Develops and maintains positive relationships with partners and stakeholders.

- â— Fosters relationships with Indigenous Elders and knowledge keepers.

- â— Represents the Foundation in external collaborations, committees and working groups where appropriate.

- â— Represents the Foundation with discretion and humility.

-People & Culture - Organizational Development

- â— Supervises the work of direct reports (Program Officer, Fellows and/or interns) and external consultants.

- â— Supports staff learning and development on Reconciliation.

- â— Seeks out opportunities for professional development related to reconciliation and more broadly.

- â— Demonstrates commitment to equity, diversity, inclusion and accessibility (EDIA).

Professional skills and attributes

- â— Alignment with the Foundation's values and mission.

- â— A high level of professionalism, integrity, discretion, rigour and transparency.

- â— Demonstrated commitment to positive societal and environmental change.

- â— Excellent communications and interpersonal skills.

â— Ability to work autonomously, while informing and engaging colleagues as needed.

â— Self-awareness about strengths and limitations.

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Intitulé du poste : Gestionnaire de programmes, R conciliation

  propos de la Fondation : Ayant son si ge social   Montr al, la Fondation McConnell est une fondation canadienne priv e qui aspire   cr er une soci t  plus r siliente, inclusive et durable, en mesure de surmonter ses enjeux complexes.

Opportunit  : La candidate retenue ou le candidat retenu se joindra   une  quipe dynamique qui soutient des approches diverses et innovantes en mati re de r silience des communaut s, de r conciliation et de changements climatiques. Nous utilisons plusieurs moyens pour y arriver : les contributions financi res et l'investissement, le renforcement des capacit s, la concertation et la collaboration avec les secteurs public, priv  et non lucratif.

R sum  du poste : Sous la supervision du Directeur des programmes, R conciliation, la ou le gestionnaire de programmes, R conciliation, en collaboration avec ses coll gues, ses partenaires et ses conseil res et conseillers, viendra appuyer l tablissement et la mise en  uvre de la strat gie, du financement et des partenariats de la Fondation ayant trait   la sph re d int r ts R conciliation. La ou le gestionnaire est un membre cl  de l quipe des programmes, et doit trouver le bon  quilibre entre sa gestion de la sph re d int r ts et ses responsabilit s transversales pour concourir au bon fonctionnement de l quipe.

T ches et responsabilit s principales :

Gestion de la sph re d int r ts

  Contribuer   l tablissement et   la mise en  uvre de la strat gie pour la sph re d int r ts R conciliation, et ce, dans l esprit de l orientation strat gique globale de la Fondation.

  Cibler des ressources, des lacunes et des besoins sur le terrain, et recommander des approches et des options   ces  gards.

  Veiller   l excellence op rationnelle en ce qui a trait   la diligence raisonnable,   la gestion du financement et des contrats,   l  valuation et   la production de rapports pour la sph re d int r ts R conciliation.

  Mettre en  uvre un plan de travail annuel.

  Prendre part   l administration du budget de la sph re d int r ts R conciliation et superviser les rapports financiers des partenaires.

  Tenir   jour la base de donn es du financement et des partenariats.

  Participer   l tablissement de partenariats strat giques.

  Se tenir au courant des tendances du terrain, s informer aupr s des partenaires et mener des efforts de recherche pour concourir au d veloppement de la sph re d int r ts.

  Participer   la conception et   la tenue d activit s de collaboration.

Responsabilit s transversales

  Contribuer   une dynamique d quipe saine et productive.

  Cibler des occasions d apprentissage mutuel et de collaboration entre les sph res d int r ts.

  Contribuer   une sph re d int r ts secondaire ou   un projet significatif pour l quipe dans son ensemble.

  Aider les partenaires   comprendre les processus de la Fondation.

  Donner son avis sur les strat gies, les budgets, la gestion des risques, la diligence raisonnable, la surveillance, l  valuation et l apprentissage ainsi que la conception et l am lioration des processus internes.

  Participer   l tablissement des comptes rendus du conseil.

  Soutenir, au besoin, les communications au sein de la sph re d int r ts.

Collaboration et repr sentation

  B tir et entretenir des relations de travail positives avec les partenaires et les intervenants.

  Favoriser les relations avec les a n s et les d tenteurs de savoir autochtones.

  Repr senter la Fondation, au besoin, dans des collaborations, des comit s et des groupes de travail externes.

  Repr senter la Fondation avec discr tion et humilit .

D veloppement du personnel et de la culture organisationnelle

  Superviser le travail de ses subordonn s directs (charg e ou charg  de programmes, boursi res ou boursiers, stagiaires) et des consultants externes.

  Soutenir l apprentissage et le perfectionnement du personnel en ce qui concerne la r conciliation.

  Cibler des occasions de perfectionnement professionnel ayant trait   la r conciliation et   des th mes plus larges.

  D montrer un engagement   l  gard de l  quit , de la diversit , de l inclusion et de l accessibilit  (EDIA).

Comp tences et qualit s recherch es

  Respect des valeurs et de la mission de la Fondation.

  Tr s haut niveau de professionnalisme, d int grit , de discr tion, de rigueur et de transparence.

  Int r t manifeste pour le changement social et environnemental positif.

  Excellentes comp tences en communication et en relations interpersonnelles.

  Capacit    travailler de mani re autonome, tout en informant ses coll gues et en les faisant participer au besoin.

  Connaissance de ses propres forces et faiblesses.

Experience

  5-10 years experience in program development and management.

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  5   10 ans d exp rience en  laboration et en gestion de programmes.

Education Requirements

  Post secondary degree in a relevant field.

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â—• Diplôme d'études postsecondaires dans un domaine pertinent.

Essential Skills

Professional skills and attributes

- â—• Alignment with the Foundation's values and mission.
- â—• A high level of professionalism, integrity, discretion, rigour and transparency.
- â—• Demonstrated commitment to positive societal and environmental change.
- â—• Excellent communications and interpersonal skills.
- â—• Ability to work autonomously, while informing and engaging colleagues as needed.
- â—• Self-awareness about strengths and limitations.

Position requirements

- â—• Understanding of the landscape and trends in reconciliation work in Canada.
- â—• Knowledge of data collection and evaluation methods.
- â—• Experience with and understanding of non-profit organizations and community-led initiatives.
- â—• Experience with and commitment to EDIA frameworks and practices.
- â—• Availability and willingness to travel.
- â—• Functional bilingualism with excellent oral and written skills in either English or French.

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Compétences et qualités recherchées

- â—• Respect des valeurs et de la mission de la Fondation.
- â—• Très haut niveau de professionnalisme, d'intégrité, de discrétion, de rigueur et de transparence.
- â—• Intérêt manifeste pour le changement social et environnemental positif.
- â—• Excellentes compétences en communication et en relations interpersonnelles.
- â—• Capacité à travailler de manière autonome, tout en informant ses collègues et en les faisant participer au besoin.
- â—• Connaissance de ses propres forces et faiblesses.

Exigences du poste

- â—• Compréhension du contexte et des tendances propres aux efforts de réconciliation au Canada.
- â—• Connaissance de méthodes de collecte et d'évaluation de données.
- â—• Expérience et compréhension des organismes à but non lucratif et des initiatives communautaires.
- â—• Expérience des cadres et des pratiques d'EDIA, et adhésion à ceux-ci.
- â—• Capacité et consentement à voyager.
- â—• Bilinguisme fonctionnel avec d'excellentes compétences orales et écrites en anglais ou en français.

Additional Skills

Assets

- â—• Indigenous language knowledge.
- â—• Experience with people management.
- â—• Experience in budget management.
- â—• Knowledge of the philanthropic sector.
- â—• Experience facilitating and coordinating groups.

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Atouts

- â—• Connaissances de langues autochtones.
- â—• Expérience de la gestion du personnel.
- â—• Expérience de la gestion budgétaire.
- â—• Connaissance du secteur philanthropique.
- â—• Expérience de l'animation et de la coordination de groupes.

How to Apply

Click " Apply Now"

Please send a cover letter and CV.

Deadline to apply is Noon, Eastern Time, October 29, 2021