

JOB POSTING

Director, Programs – Business, Employment, Language, and Online Services

ISANS is seeking a full-time **Director, Programs – Business, Employment, Language, and Online Services** who is responsible for the strategic direction, implementation, management, supervision and evaluation of all programs and services related to Business & Workforce Integration, Employment & Bridging, Language, and Online Services. The Director actively collaborates with ISANS' Senior Leadership Team to achieve our Vision, Mission and Values through the implementation of ISANS' strategic plan. Reporting to the CEO, this position is responsible for:

Strategic/Leadership Accountabilities

- Participate on the Senior Leadership Team and contribute to annual business planning, strategic planning and organization-level initiatives
- Demonstrates the ability to link vision and mission to short-term and long-term goals executed in daily work
- Participate in the identification, creation and implementation of policies, systems and procedures and standards to achieve divisional and organizational objectives
- Lead in the development and maintenance of a culture that enhances our ability to attract and retain talented colleagues and achieve operational success
- Think critically and systematically about external trends and their impact and influence on our programs, services and people, using anticipatory skills to proactively make positive change
- Prioritize work in clear alignment with ISANS' strategic goals and make decisions in the context of the organization and its environment
- Support the CEO in a variety of community and government relations initiatives

Functional Accountabilities

Program Delivery

- Responsible for the strategic direction, implementation, management, supervision and evaluation of all programs and services related to Business & Workforce Integration, Employment & Bridging, Language, and Online Services
- Lead the development and implementation of a long-term service delivery strategy
- Provide regular, effective professional coaching, mentoring, and management to program leaders
- Oversee the planning, implementation, execution and evaluation of special projects
- Provide the CEO with comprehensive, regular reports relating to the status of programs, services and special projects
- Develop new initiatives to support the strategic direction of the organization
- Develop and implement long-term goals and objectives to achieve the successful outcome of the programs and services
- Oversee the development of an annual budget and operating plan to support the programs and services
- Develop a program evaluation framework to assess the strengths of the programs and services to identify areas for improvement
- Communicate with clients and other stakeholders to gain community support for the program and to solicit input to improve the program
- Lead the completion of all necessary reporting to funders of programs

Financial Management

- Research and identify opportunities for potential funding for new and existing programs

- Develop funding proposals to ensure the continuous delivery of services
- Work with program managers to develop and monitor program budgets
- Oversee the preparation and submission of program funding proposals
- Provide the CEO with ongoing status reports regarding funding proposals
- Working with the Director, Operations, oversee the financial management of program budgets
- Negotiate program and service contracts and amendments with funders

The ideal candidate for this position will have the following:

Management/Functional Competencies Required

- Strategic thinking
- Development of leaders
- Client service orientation
- Relationship building internally & externally
- Decisiveness
- Adaptability and flexibility
- Effective communication
- Self-awareness
- Initiative and personal responsibility
- Inclusion & diversity competence
- Teamwork and collaboration

Qualifications

- Relevant post-secondary degree
- 5+ years of progressive experience in the immigration/settlement sector, business/employment/language/online services, and management
- Proven experience leading diverse teams in a culturally competent way, preferably in the not-for-profit sector
- Demonstrated project management experience and skills
- Strong problem solving and decision making skills
- Excellent grant and funding proposal writing ability
- Capability to work with a variety of diverse external stakeholders and partners
- Exceptional communication skills (oral and written) in English, including public speaking
- Proven ability to motivate and inspire others in fulfilling the team's goals and objectives
- Bilingualism a strong asset
- Experience in working in the not-for-profit sector is considered an asset

Terms of Employment:

- Fixed term contract, renewable pending funding confirmation
- Full-time 35 hours per week

Commencement Date: ASAP

Closing Date: Friday, June 21st, 2019 – 4:00 p.m. Atlantic Standard Time

To apply: Please e-mail your resume and cover letter merged into one document to careers@isans.ca, stating "Director, Programs – BELO" in subject line.

ISANS is dedicated to inclusiveness, equity and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. To help us achieve our diversity goals, we encourage applicants to self-identify in their cover letter and request any accommodation required to support them during the recruitment process.

We wish to thank all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.

