

## INTERNAL & EXTERNAL JOB POSTING

### **Manager, Innovation and Strategic Partnerships**

ISANS is seeking a full-time Manager, Innovation and Strategic Partnerships to reflect ISANS' understanding that the future is a fast-changing landscape. In this newly created role, which is part of ISANS' Leadership team, the Manager will ensure that ISANS' programs and the organization as a whole remain leading edge by focusing on capacity development, organizational sustainability, and service relevance. In doing so, the role will support ISANS in meeting the current and future needs of our clients, organization, and community.

Reporting to the Director, Programs: Business, Employment, Language & Online Services and Director of Operations, this position will be responsible for:

#### **Overall:**

The role has three overarching components, each focused on addressing structural or systemic needs:

- Managing the ongoing development and delivery of ISANS' programs focussed on addressing systemic barriers faced by newcomers: external-facing Equity, Diversity, and Inclusion (EDI) services; pre-arrival services that help clients to gain settlement and employment knowledge before they arrive in Canada; and multi-stakeholder work groups focused on reducing barriers to International Qualifications Recognition.
- Developing and designing strategies and implementing plans in forward-looking areas such as funding diversification/strategic fund development, as well as social enterprise exploration and development.
- Leading the development of organizational initiatives that cross teams and functional areas, such as an Essential Skills approach and understanding how to prepare our clients and staff for the Future of Work.

Because of these different components, the Manager's role will be split between development work and the management of programs/staff. To ensure appropriate support for all areas of the job, the position primarily reports to the Director of Programs: Business, Employment, Language & Online but will report to the Director of Operations in regards to Social Enterprise and Strategic Fund Development opportunities.

#### **Program/Team Management:**

- Collaborate across teams within ISANS to develop, implement and/or manage new programs
- Conduct ongoing monitoring of outcomes and evaluation of team's programs and services
- Actively engage with theory and emerging best practices in EDI, labour-market trends, and other related knowledge and sharing knowledge with team members;
- Provide leadership both inside and outside the organization with regard to the team's programs and services;
- Collaborate and build partnerships and support ongoing collaborations to further the objectives of the organization and the team;
- Research funding opportunities for existing or related programs;

#### **Strategic Development**

- Research opportunities for the development of an ISANS social enterprise, including, but not limited to, an assessment of ISANS' capabilities for launching the enterprise, an assessment of funding options, and (depending on the outcome) development of an implementation plan
- Research, develop and implement a strategic fund development plan with a focus on diversification of funding sources for new programs related to these areas
- Recognizing that these areas are longer-term developmental and strategic goals, develop an evaluation framework to monitor progress and assess success throughout the process

#### **Organizational Initiatives**

- In collaboration with teams across the organization, develop and implement strategies for

forward-looking internal initiatives such as an approach for incorporating Canada's Essential Skills framework into programs and services and a strategy for preparing ISANS' staff and clients for the Future of Work

- Support staff across the organization in the incorporation of new initiatives within their areas of work by building collaboration, excitement, and buy-in
- Build and support internal and external collaborations and strategic partnerships, and represent ISANS at events, to further the strategic objectives of the organization as they relate to the role

**The ideal candidate for this position will have the following:**

**Education**

- Bachelors Degree and/or professional qualification applicable to the position (e.g. Business, Adult Education, Project Management, etc.)
- Certificate or training in EDI, Adult Education, Project Management, or Fundraising is considered an asset

**Experience**

- 5-7 years of progressive work experience with supervisory experience in a dynamic, fast-paced environment required
- Project management experience, including cross-team or organization-wide projects
- Experience in a multi-service, client focused environment, ideally in the non-profit sector serving immigrants

**An equivalent combination of education and experience may be accepted.**

**Knowledge and Skills**

- Working knowledge of online technologies
- Understanding of the not-for-profit sector and service delivery organizations
- Experience in writing grant and funding proposals
- Experience writing business plans is considered an asset
- Strong knowledge of equity, diversity, inclusion, anti-racism, anti-oppression, trauma-informed practices, empowerment approach, and adult-education principles
- Experience developing partnerships and working with a variety of diverse stakeholders and partners
- Strong skills in evaluation and/or results/impact reporting with inclusive and holistic programs, projects and initiatives
- Exceptional organizational and time management skills
- Excellent written and verbal English communication skills, including facilitation and presentation abilities
- Strong ability to work independently and as part of a diverse team for continuous improvement
- Sound professional judgment and problem-solving skills in complex situations
- Demonstrated project management experience and skills
- Strong interpersonal skills and ability to adapt leadership style accordingly
- Proficient with MS Office applications

**ISANS Core Competencies**

**Cultural Competency; Equity, Diversity & Inclusion**

- Embracing the value that different perspectives and cultures bring to an organization

**Collaboration**

- Working collaboratively with others across the organization to achieve shared objectives

**Continuous Learning**

- Continually seeking new knowledge and skills, as well as developing existing capabilities

**Innovative Thinking**

- Introducing new ways of looking at problems and developing useful ideas that are new, better, or unique

**Accountability**

- Holding self and others responsible and accountable to being transparent and principled in our approach and to meeting commitments

**Respect**

- Actively encouraging an environment of fairness, honesty and integrity for all

**Terms of Employment**

- Fixed-term contract to March 31st, 2022, renewable pending funding confirmation
- Full-time, 35 hours per week
- During the COVID-19 pandemic, your work location may be at ISANS' office or at home. Work location will be determined by operational requirements, public health recommendations, and government requirements.

**Commencement Date:** ASAP**Closing Date:** Thursday October 14<sup>th</sup>, 2021- 4:00pm**To apply:** Please e-mail your resume and cover letter merged into one document to [careers@isans.ca](mailto:careers@isans.ca), stating the title of the position you are applying for in the subject line.**Please note:** as per the hiring process timeline for this position, candidates selected for an interview might be contacted up to July 31st, 2021.

ISANS is dedicated to inclusiveness, equity and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. 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.**