

Program Manager

AFP Foundation for Philanthropy – Canada

Posted On: 2018-02-13
Closing On: 2018-03-02
Location: Remote
Effective: April 1, 2018
Website: <http://www.afpnet.org>
Employment Type: Contract



Job Description

Position Title: Program Manager

Position Term: One-year contract April 1, 2018 – March 31, 2019, flexible monthly schedule, approximately 15 hours/week, but this will vary upon workload.

Reports To: AFP foundation staff lead with guidance from the Diversity and Inclusion Committee

Posting Closing Date: March 2, 2018, 5 pm EST.

Start Date: April 1, 2018

Position Location: (this position will work remotely)

About the AFP Fellowship in Inclusion and Philanthropy Program

Following on the heels of two successful programs funded through the Government of Ontario which included the AFP Inclusive Giving Project and the Fellowship in Inclusion and Philanthropy Program, Canadian Heritage recently approved new funding to expand the fellowship program across Canada. The Fellowship program will provide dedicated education, professional development and mentorship for mid-level and emerging non-profit professionals representing a wide range of cultural backgrounds and interests. The goal of this program is to build a pipeline of fundraising leaders that reflect the diversity of our communities. Over the course of the year, 20 fellows will complete the program, which will also include one-on-one senior level mentorship and feature opportunities to develop inclusion policies for charities and establish new partnerships.

About the Opportunity

The Program Manager will lead the strategy, development and execution of the fellowship program. Under the supervision of a small group of volunteers and AFP staff, the incumbent will be the primary contact and will be accountable for the timely delivery of the key program objectives. This includes all marketing and promotions, recruitment and selection of fellows, mentors and advisors, regular budgeting and government reporting, website and social media development, and the overall management of volunteers, advisors and vendors. This is an exciting opportunity for an inclusively-minded professional with a strong background in project management and non-profit/community development. We offer a flexible schedule, competitive salary and anticipate the candidate is willing to work remotely (i.e. from home).

Core Responsibilities

- **Program Development**
 - Develop and oversee a process for the recruitment and selection of fellows and mentors
 - Work with the fellows to articulate their individual development goals and ensure their successful participation in the conferences and workshops
 - Create interim and annual reports, highlighting the achievements of the program
 - Curriculum development
 - Establish and oversee a mentorship program, which will include the recruitment of mentors, a matching process, developing an orientation and training session
- **Marketing and Communications**
 - Develop strategies and plans to communicate the program objectives to the broader community
 - Manage the redevelopment of the inclusive giving website and social media channels. Recruit fellows to guest blog and develop resources for online promotion
 - Work with community-specific media outlets to generate awareness and ongoing interest
 - Provide reports on social media and marketing progress; troubleshoot, as necessary.
- **Budgeting and Reporting**
 - Monitor and track the budget, ensuring that all expenditures align with the program objectives and stated allocations.
 - Work with signing authorities to ensure that all invoices are paid accurately and on time. This includes expenses related to the travel, registration and lodging of the fellows, stipends for mentors, vendor and supplier expenses, etc.
 - Provide monthly budget reports and prepare budget submissions to the government.
- **Volunteer Management**
 - Recruit volunteer mentors and application adjudicators.
 - Create an advisory group representing leaders from diverse communities to work with the co-chairs on strategy.
- **Program Evaluation**
 - Create an evaluation framework to measure the successes of the program
 - Prepare and submit reports to the funder, as required

Qualifications

- Post-secondary education in related field, or equivalent work experience of 3 to 5 years.
- Experience in project management/program delivery in a management capacity.
- Experience in inclusion and social justice programming, and a commitment to advancing philanthropy and fundraising.
- A strong understanding of intercultural competencies and inclusion frameworks.
- Excellent organizational, time-management, negotiation and interpersonal skills.
- A track record of managing complex projects involving a wide range of stakeholders, including volunteers, program participants, government officials, etc.

- Excellent communications skills, with a focus on presentation and key message development, advertising, promotions, multi-channel marketing, etc.
- Technical skills: Demonstrated facility in Microsoft Office, social media management, budgeting and project management tools, as well as experience in website development and updating.
- Experience in developing curriculum and training for adult learners.
- Interviewing experience an asset; tact and diplomacy essential.
- Entrepreneurial with the ability to work independently and, at the same time, work in a collaborative environment.
- An ability to travel within Canada for occasional meetings, events, etc.
- Written and verbal communication skills in French is an asset.

Contact

Applications must be received by **Friday, March 2, 2018 at 5:00 pm EST**. Please send your cover letter and CV to lgusdorf@afpnet.org. Please be advised that only those applicants selected for an interview will be contacted. No phone calls please. AFP is an equal opportunity employer.

The Association of Fundraising Professionals (AFP) represents 32,000 members in 244 chapters in Canada, the United States, Mexico, and China working to advance philanthropy through advocacy, research, education, and certification programs. For more information about the Association of Fundraising Professionals please visit www.afpnet.org. Information about the Foundations prior work can be found at www.afpinclusivegiving.ca.