



## Job Posting

### Director of Community Programs

Kiwassa Neighbourhood House, a multi-service community agency operating in East Vancouver, is seeking a Director of Community Programs to lead a dynamic team of staff and volunteers in the growth of a broad range of inclusive community-based programs, including in the areas of children, youth, seniors, food security, and community engagement. This is a full-time, permanent position that reports to the Executive Director and works as a member of our senior management team.

OVERALL: You love working with people to grow resources, relationships, and opportunities that support the ability of communities to thrive. You relish the opportunity to strengthen programs and partnerships, and communicate their case for support. You've got the mustard to facilitate collaborative planning and decision-making in a dynamic community and organizational context. You create and manage systems that help staff grow skills and leadership. You write very well, and may even have an opinion about oxford commas. Your work is credible with Indigenous, immigrant, and racialized staff, volunteers, and partner organizations. Your glass is half-full, you can see the big picture, connect the details, and read between the lines.

#### Key Responsibilities:

##### **Community Programs Leadership**

- Enhance and expand high-quality programs by leading your team to plan, develop, and implement impactful community programs and partnerships that respond to local needs and context.
- Digest and communicate the relationships between systemic social justice issues, public policy, and community development priorities and practice.
- Connect and collaborate with private, public, and non-profit organizations to identify partnership opportunities.
- Engage staff, volunteers, community members, and partners in our work.
- Represent the organization in community, on working groups, and committees as appropriate.

##### **Resource Development and Stewardship**

- Write, edit, and facilitate the development of funding proposals and contracts to support financial sustainability of existing and new programs and services.
- Identify additional opportunities to generate revenue to support programs.
- Develop and manage program budgets.
- Ensure reporting expectations to funders are being tracked and fulfilled, on time.

##### **Learning & Evaluation**

- Guide learning and evaluation to measure program effectiveness and impact.
- Facilitate opportunities for staff, volunteers, and participants to share knowledge and learning that improves practice and policy.
- Maintain and monitor annual program impact frameworks, outcome measurement frameworks, and reporting systems that align with strategic plan and needs of stakeholders.

- Use your knowledge of information technology to analyse and promote acceptance of new methods and tools for information/data management.
- Seek up-to-date knowledge of community needs, strengths and resources as well as changes to relevant legislation, regulations and policies.

### **People Development**

- Supervise and coach a team of program coordinators and managers.
- Create space and opportunities for staff and volunteers to grow their knowledge and confidence to have a positive impact in community.
- Provide HR expertise in recruiting, coaching, and managing performance of staff and teams.
- Help deepen staff, organizational, and community engagement that advances racial, economic, and gender equity through the ways we work, and the why we work.
- Develop and support implementation of HR policies and practices.
- Prepare employment contracts and orientation materials.
- Create opportunities that support professional learning, growth, and wellness of individuals and teams.

### Qualifications:

- Alignment with Kiwassa mission, vision, and values.
- Demonstrated leadership – daily supervision, employee and volunteer development, performance management, and mentorship within a diverse work and community context.
- Relevant post-secondary education, such as social services, human resources management, community development, social planning, program evaluation and/or non-profit management preferred.
- 5+ year’s management experience within the non-profit sector.
- Demonstrated program development, evaluation, and grant-writing prowess.
- Experience developing and managing program budgets, cash flow forecasts and financial reports.
- Ability to think strategically, to plan, organize, and execute effectively.
- Ability to harness relationship between digital and in-person community engagement strategies.
- Commitment to ongoing learning and professional development.

### Remuneration:

This full-time position offers a salary range of \$60,000-\$80,000 and an outstanding benefits package.

Interested applicants are requested to submit a cover letter and their resumes or CV on or before **March 4, 2019** to [careers@kiwassa.ca](mailto:careers@kiwassa.ca)

Attn:

Mark Gifford, Executive Director  
 Kiwassa Neighbourhood House  
 2425 Oxford Street  
 Vancouver, B.C., V5K 1M7

We thank all applicants for their interest. However, only short-listed applicants will be contacted.

Kiwassa grows a welcoming and inclusive community in the vibrant Hastings-Sunrise and Grandview-Woodlands neighbourhoods of East Vancouver, located on the traditional, unceded and occupied territories of the Skwxwú7mesh (Squamish), Səlílwətaʔ/Selilwitulh (Tsleil-Waututh), and xʷməθkʷəy̓əm (Musqueam) Nations.