

## COMMUNITY INITIATIVES FUND POSITION DESCRIPTION

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**POSITION TITLE:** Program Manager

**REPORTS TO:** Executive Director

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### POSITION SUMMARY:

The Community Initiatives Fund (CIF) Program Manager is responsible for the oversight and successful delivery of the CIF's grant programs. As a member of a small but dynamic staff team, the Program Manager will work closely with the Executive Director and Grants Administrator to ensure the effective management of all processes associated with CIF's grant programs, ensuring grants are administered in adherence with the CIF's strategic and policy directions, vision and values.

### THE POSITION:

The primary responsibility of the Program Manager is successful delivery of the CIF's grant programs. In addition, the Manager will assist the CIF to achieve its strategic objectives in supporting community based organizations, groups and government through capacity building, collaboration, and knowledge sharing. Core responsibilities of the position include:

#### Program management and evaluation

- Working collaboratively with the Grants Administrator oversee all aspects of the delivery of the CIF's grant programs;
- Develop and revise guidelines, application forms, report forms and funding agreements and administration policies and processes as required;
- Monitor adherence of grant recipients to funding agreements, policies and reporting;
- Regularly evaluate and recommend improvements to grant program objectives, priorities, criteria and processes;
- Regularly evaluate, monitor, analyze and report on grant program activities and assist in the development of evaluation indicators.
- Manage the grants management system (Fluxx) and related systems (eg. DocuSign).

#### Grant adjudication

- Develop, monitor and revise as required adjudication processes, policies, criteria, assessment tools, resource packages, etc.;
- Manage and support volunteer adjudication committees including recruitment, orientation, performance monitoring, communications, information sharing, and recognition, and facilitate adjudication committee meetings.

### **Capacity building and collaboration**

- Assist in expanding CIF's role as a resource to communities through identification or development of resources, tools, links, research, etc.;
- Identify relevant emerging trends, community and nonprofit sector issues, research and evaluation opportunities through analysis of grant applications and final reports for documentation and information sharing with various audiences;
- Assist in identifying and facilitating collaborative opportunities for capacity building, research, evaluation, etc.

### **Communications**

- Represent CIF at stakeholder meetings and events, conduct and/or organize presentations, workshops, displays, etc.;
- Maintain regular communications and positive relationships with partners, stakeholders, etc.;
- Coordinate with the Community Relations Coordinator as required to implement the communications strategy including identification of grant recipients, project stories, etc. to profile CIF's granting activities and impact.

### **Organizational**

- Prepare reports for the Executive Director, CIF Board and Ministry as required;
- Contribute to the Board's strategic planning, staff operational planning, communications planning, etc.;
- Participate in Board, committee, and other meetings as required;
- Serve as the Occupational Health and Safety Officer;
- Assist in the daily operations of the CIF office as required.

### **THE PERSON:**

#### **Qualifications**

- Post-secondary education degree or diploma and/or experience in a related field;
- Grants administration and adjudication experience;
- Extensive knowledge of community based organizations and the nonprofit sector;
- Knowledge of and experience in community development, project management, planning, budgeting, grant writing, etc.;
- Experience managing and supporting volunteers;
- Knowledge of and experience with research and evaluation methodologies;
- Demonstrated ability to develop and maintain positive stakeholder relationships with a broad variety of audiences;
- Excellent writing skills including correspondence, reports, agreements, etc.
- Excellent verbal communication, presentation, group facilitation, and interpersonal skills;
- Excellent technology skills including databases and Microsoft Office software;
- Ability to work independently and as part of a team;
- Valid driver's licence and use of personal vehicle.

## **Qualities**

- Creative, innovative, flexible, adaptable;
- Clear and engaging communicator, engenders trust and confidence;
- Thorough, competent, credible, analytical;
- Thoughtful, respectful, observant.

## **EMPLOYMENT DETAILS:**

### **Salary Range**

- \$72,240 - \$93,900 annually.

### **Benefits**

- Optional matching RSP contribution to a maximum of 5% of salary;
- Health and dental plan benefits following completion of three months employment.

### **Location**

- The CIF office is located in Regina, SK.

### **Working Conditions**

- This position requires the ability to travel within the province and being away for several days at a time.
- Evening and/or weekend availability may be required occasionally.

### **Authority**

- The Program Manager is expected to work collaboratively with CIF staff, Board, Grants Administrator and Ministry representatives.
- There are no staff reporting to the Program Manager.

### **Probationary Period**

- Six months.

## **TO APPLY:**

Submit your application including a resumé **no later than Friday, June 28 2019** to:

Tracey Mann  
Executive Director  
Community Initiatives Fund  
[tmann@cifsask.org](mailto:tmann@cifsask.org)