

U-Links Centre for Community Based Research Program Director Position Description

Send cover letter and resume to admin@ulinks.ca – deadline May 18, 2021

Job Title: Program Director

Description: The Program Director is responsible for providing direction and visionary leadership toward the achievement of U-Links Centre for Community-Based Research's philosophy, mission, strategic direction and its annual goals and objectives.

The Program Director also works in concert with the Chairperson of the Management Committee to fulfill its governance function and sits on the Committee as a member ex officio. The Director is responsible for providing sound administration of the organization on a day-to-day basis, specifically with respect to financial sustainability of U-Links, in a way that is consistent with the policies and procedures of the organization.

This leadership role requires the Program Director to mentor the staff of the organization in a manner that will support their effectiveness in their organizational role.

Reports to: U-Links Management Committee

Compensation: \$30 /hour – 21 hours/week

U-Links Program Director

- **Management Committee Support:**
 - Supports the work of the Management Committee and sub-committees.
 - Engages Committee members in planning and visioning.
- **Community-Based Research Program, Product and Service Delivery:**
 - Liaises with the Director of Trent University CareerSpace (who has overall responsibility for experiential learning at Trent)
 - Leads staff team in working with TCRC Co-ordinator at Trent University to oversee the development, design, marketing, promotion, delivery, quality, and evaluation of the Community-Based Research Program.
 - Liaises with Fleming College.
 - Supports staff team in the cultivation and maintenance of relationships with faculty along with program/project co-ordinators
- **Community Development, Other Programs and Services:**
 - Keeps their eye on the bigger picture of trends, development and needs of the community.
 - Maintains relationships and communication channels with key stakeholders in the community.
 - Develops research projects and partnerships in response to the needs and interests in the Haliburton County community.
 - Identify opportunities for other initiatives which are consistent with the mandate of the organization and generate revenue for U-Links.
 - Maintain relationships with local government through presentations to council.
 - On-going exploration of partnerships in the community as well as with other Universities/Colleges
- **Budgeting:**
 - Collaborates with Committee and staff to create and recommend annual budget for Management Committee approval.
 - Provides oversight on budget management.
- **Human Resources and Team Building**

- Manages human resources (staff team of 3) according to the needs of the organization and direction from the Management Committee.
 - Maintains a work environment that supports collegiality and collaboration.
 - Encourages autonomy, responsibility, creativity and proactiveness among staff.
 - Seek out opportunities for staff professional development.
 - Ensure that proper orientation is in place for new staff.
- **Funding:**
- Works with Management Committee to develop a funding strategy for the organization.
 - Works with Management committee and staff to oversee implementation of fundraising strategy, including researching funding sources, establishing strategies to approach funders, and grant writing in conjunction with staff team and committee support.
 - Works collaboratively with Trent University Advancement office to follow up on funding opportunities.
- **Strategic Planning**
- Work with Management Committee and staff to implement strategic plan
 - Monitor progress and support updating of the plan
- **Overall Work Plan/Work Flow**
- Work with staff team to develop work plan to fulfill the responsibilities of the organization and implement the strategic plan
 - Support staff in managing workflow in relationship to shifting demands throughout the year.
- **Policies**
- Ensures that organization has appropriate policies in place to guide the operations of the organization
- **Evaluation**
- Oversees annual program and project specific evaluations
- **Broader relationships:**
- Develops and maintains relationships with regional and national organizations connected the work of U-Links.

Competencies, Experience, Education, Requirements

<p><i>Competencies/Experience</i></p> <ul style="list-style-type: none"> - Communication skills - Community development - Project management - Facilitation skills - Writing skills - Knowledge of university systems and processes - Knowledge of Haliburton County - Leadership and teamwork skills - Knowledge & experience in Human Resource management - Computer literacy - Fundraising & grant writing - Experience working with not-for-profit organizations and volunteers 	<p><i>Education</i></p> <ul style="list-style-type: none"> - A post-secondary degree (Master’s degree or equivalent experience preferred) <p><i>Requirements</i></p> <ul style="list-style-type: none"> - Able to work in Minden (U-Links Office) - Resident of Haliburton County (preferred) - Ability to work remotely (i.e. home office setup with good internet) - Flexible Hours - Valid Driver’s license and access to a personal vehicle - Travel to Peterborough and throughout Haliburton County
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