

Job Profile

Job title	<i>Fund & Program Development Manager</i>
Reports to	<i>Executive Director</i>
Department	<i>Administration</i>

Who WE are?

The Saskatchewan Intercultural Association (SIA) is a social impact organization and was originally established in 1964 with culture at the core of its programs and services. SIA's employment programs are for Newcomers and Indigenous people with the objective of helping them learn about workplace culture and expectations while supporting them find employment. SIA's settlement programs support Newcomers to learn English, develop local life skills, and understand Canadian society so they can integrate more fully into the local community. The agency's intercultural programs provide opportunities for everyone to learn through heritage language training, cultural dance and performance, and intercultural and anti-racist education. Let's just say we are extremely passionate about **CULTURE** and we are also a Great Place to Work (certified!).

Who YOU are?

As the Employment Mentorship Work Placement Coordinator and a part of the Employment Program, you are an integral part of the SIA team and bring your passion for supporting team members and facilitating and providing career development to our clients. You will support Newcomers learn and develop their employability skills. You will work with a team of very creative and purpose driven individuals from all nations and act on SIA values of **Respect, Compassion, Trust, Inclusion and Kinship**.

What do WE offer?

At SIA, we are all about people and culture. We are truly a team in every sense: we trust one another and support each other towards a common goal. Every day through our programs we make a real difference to real people. By joining our team, you will be surrounded by highly motivated and passionate people. You will always be learning and improving in our consistently fun, safe, inclusive and a challenging environment. We will have your back so you can deliver results and do amazing work for Newcomers and Indigenous people.

How will YOU-WE work?

Everyone's safety and welfare are our key priorities and we are utilizing all kinds of alternative methods in delivering our programming. SIA is a supportive and flexible employer that works with you to make sure you have the best environment to do your work. This position serves Saskatoon and surrounding area so there will be online and in person requirements.

If you are the right candidate who is passionate, have the right skills and can adapt quickly to any situation, please review further details on the position.

Position Details

Hours

37.5 hours per week

Salary

\$68,000-\$78,000 per year

Contract Length

March 1, 2025 – March 31, 2026

Deadline to Apply

February 11, 2025

Job Purpose

The Fund & Program Development Manager is responsible for securing funding, designing programs, and managing their implementation and evaluation to support the Saskatchewan Intercultural Association's (SIA) mission. This position involves proposal writing, funder relations, program planning, and performance tracking.

In the absence of the Executive Director (ED), a Manager position may be called upon to be the Acting ED who is responsible for the day-to-day operations of the organization.

Duties and Responsibilities

Fund Development

- Identify and pursue funding opportunities from government grants, foundations, corporate sponsors, and other sources
- Write and submit funding proposals, including budgets and detailed project plans
- Build and maintain relationships with current and potential funders to secure ongoing support
- Monitor funding deadlines and compliance requirements to ensure timely reporting and renewal applications
- Create comprehensive funding reports for stakeholders and funders, highlighting program outcomes and financial accountability

Program Development and Implementation

- Collaborate with SIA leadership to design and develop innovative programs aligned with SIA's mission and strategic goals
- Conduct community needs assessments and collaborate with stakeholders to identify program priorities
- Oversee the implementation of programs, ensuring adherence to timelines, budgets, and objectives
- Develop and maintain program policies and procedures that align with organizational standards

Program Evaluation and Reporting

- Create evaluation frameworks to measure the effectiveness and impact of programs
- Collect, analyze, and report program data to inform decision-making and demonstrate outcomes
- Provide recommendations for program improvements based on evaluation results
- Prepare detailed reports for internal and external stakeholders, including funders and the ED

Stakeholder Engagement and Collaboration

- Build and sustain relationships with community organizations, government agencies, and other partners
- Collaborate with stakeholders to design and deliver joint programming initiatives.
- Represent SIA at community events, networking opportunities, and public forums

Strategic Development and Support

- Support the ED and the Board in implementing and reviewing the organization's strategic plan
- Analyze sector trends, political changes, and funding opportunities to inform program and fund development strategies
- Contribute to the development of organizational policies related to funding and program management

Administration & Support

- Provide mentorship and support to staff and volunteers involved in fundraising and event planning
- Actively participate in Agency staff meetings by bringing forward issues for discussion and sharing relevant information
- Attend meetings and be a contributing member of any committees deemed appropriate by the ED
- Liaise and collaborate with other community agencies

Qualifications

Education

- A degree in a related field; Business, Public Administration, Communications, or Social Sciences
- Training in fund development or program evaluation is an asset.

Experience

- 3-5 years' experience in management, preferably in the non-profit sector
- 3-5 years' experience in fund development, grant writing, and program management, preferably within the nonprofit sector.
- An equivalent combination of education and work-related experience will be considered

Knowledge, Skills and Abilities

- Superior project management experience involving multiple stakeholders
- Strong understanding of equity, diversity, and inclusion principles
- Excellent grant writing and proposal development skills
- Proven project management expertise with the ability to balance multiple priorities
- Excellent communication and interpersonal skills to engage with diverse stakeholders
- Strong analytical and problem-solving abilities
- Proficiency in Microsoft Office and data management tools
- Exceptional organizational skills and attention to detail

Requirements of Employment

- Criminal record check
- Access to high-speed internet at home

Direct Reports

None