



**Director of Community Programs –Full time 35 hours per week [During the COVID pandemic, this will be a blended position including regular on-site work but also some work from home options]**

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), Səlilwətaʔ/Selilwitulh (Tsleil-Waututh), and xʷməθkʷəy̍əm (Musqueam) Nations. 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. This is a full-time, permanent position that reports to the Executive Director and works as a member of our Core Leadership Team.

You are a collaborative leader who loves working with people to grow resources, relationships, and opportunities that support the ability of communities to thrive. You have a deep understanding of community development and place-based approaches and have excellent team building skills. You are skilled in facilitating collaborative planning and decision-making in a dynamic community and organizational context. You create environments and build relationships that help staff and community grow skills and leadership. You have strong writing skills and extensive experience in proposal writing. Your work is credible with Indigenous, immigrant, and racialized staff, volunteers, and partner organizations. You bring an optimistic, open hearted approach to your work and enjoy the challenge of developing and supporting multiple, diverse staff teams while building team capacity to effectively integrate their work into a larger cohesive whole.

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.
- Engage in the co-creation of a new community program team structure to best support an integrated department team and sustainable ways of providing service during the COVID pandemic and beyond
- Connect and collaborate with private, public, and non-profit organizations to identify partnerships, opportunities and engage staff, volunteers, community members, and partners in our work.
- Represent the organization in the community, working groups, and committees as appropriate.

### **Core Leadership Team**

- Actively participate as a member of Kiwassa's Core Leadership Team to create a vehicle for learning and leadership and support all staff in collectively realizing a shared organizational vision.
- Provide leadership support, direction, and coaching to staff and/or volunteers.
- Actively model approaches of collaborative leadership that reflect a philosophy of "leader as learner" and embraces intersectional and decolonizing approaches.
- Support all staff in developing skills and knowledge to navigate the transformation of services during the COVID pandemic and beyond.

### **Resource Development and Stewardship**

- Write, edit, and facilitate the development of funding proposals and contracts to support the 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.
- Support staff in learning new methods and tools for information/data management and
- Seek up-to-date knowledge of community needs, strengths, and resources as well as changes to relevant legislation, regulations and policies.

### **People Development**

- Oversee, inspire, and support multiple, diverse intersecting teams including coordinators and staff.
- Create space and opportunities for staff and volunteers to grow their knowledge and confidence to have a positive impact in the community.
- 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 the implementation of HR policies and practices.
- Create opportunities that support professional learning, growth, and wellness of individuals and teams.

### **Qualifications:**

- Alignment with Kiwassa mission, vision, and values including social justice, anti-racism and decolonizing work
- 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.
- 4+ year's management experience within the non-profit sector or equivalent experience
- Demonstrated program development, evaluation, and grant-writing skills.
- 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 relationships 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 \$65000-70000 and an outstanding benefits package. Interested applicants are requested to submit resumes on or before **February 8, 2021** to [careers@kiwassa.ca](mailto:careers@kiwassa.ca). We encourage applications belonging to equity seeking groups.