

JOB DESCRIPTION: Program Manager

LOCATION: Remote in Canada/ Periodic Work from Toronto Office

POSITION DETAILS: Full-time, Permanent

START DATE: Fall 2022

THE ORGANIZATION

Inspirit is a public foundation focused on building an inclusive and pluralist Canada. We collaborate with leaders in arts and media, philanthropy, and impact investing to redistribute resources to challenge discrimination and inequity, and also work directly with communities to help change narratives. A deep commitment to pluralism as articulated in our mission and vision is essential to our work.

We are located in a beautiful space in Toronto's Ossington Village. While remote work options are possible, this position will require periodic work from our office in Toronto.

THE POSITION

We are growing our team, and as a Program Manager, you will play a dynamic role in supporting the ongoing development, delivery, and administration of grant programs, as well as in-house programming to help achieve Inspirit's mission.

The ideal candidate brings deep knowledge of the Canadian arts and/or media fields, including journalism, and screen-based sectors. We are particularly interested in candidates who 1) have working proficiency in both French and English and have related expertise in at least one of the sectors connected to Inspirit's work or 2) are Indigenous and have expertise in one of the sectors connected to Inspirit's work.

You are skilled in building relationships with a diversity of stakeholders and have a passion for supporting and championing arts and media for social change. Working across sectors and issues, you can manage details, connect dots, and see the big picture. You are comfortable with complexity and working in emergent environments.

This is a cross-functional role, and your responsibilities include program administration and grants/project management, program development, research and evaluation support, and stakeholder engagement.

You bring a collaborative and proactive approach and work well in a team environment, but also independently when required. This role requires a strong sense of professionalism and integrity and reports to Inspirit's Director of Programming.

ROLES & RESPONSIBILITIES

Program Administration

- Manage specific granting programs, including application and review processes, contracting of grants and grant payments, as well as grantee database.

- Provide ongoing monitoring and appropriate and accurate documentation of grant activities and outcomes of funded projects.
- Manage funding inquiries and applications; provide clear and relevant advice to stakeholders; identify and escalate opportunities.
- Manage the recruitment, onboarding and coordination of program-specific consultants and review committees, where necessary.
- Build and steward trusting and effective relationships and communications with grantees; support grantees to report and document activities, outcomes, and insights.

Program Development and Evaluation

- Contribute to the ongoing development of granting programs. Work with the programming team to design programs and organizational processes, assess program effectiveness, and recommend course-corrections.
- Research, identify, and recommend approaches to achieving intended organizational outcomes and organizational goals; write reports to support recommendations, as directed.
- Identify and help create opportunities for grantee learning and peer-to-peer connection; identify and extend opportunities for engagement between grantees, the Foundation and other stakeholders.
- Contribute to the Foundation's evaluation processes by collating grantee information and participating in strategic sense-making.

Stakeholder Engagement

- Support the Communications team with program outreach, and to highlight and amplify the work of grantees, where necessary.
- Help identify key stakeholder relationships and build and maintain effective relationships with potential, present and past grantees and other stakeholders.
- Represent Inspirit at events and conferences, as required, to share organizational programs and insights.
- Other roles and responsibilities, where required.

EXPERIENCE AND SKILLS

- Minimum 5-7 years of related professional experience.
- Demonstrated experience and subject matter expertise of arts, media and cultural sectors in Canada.
- Degree or diploma in a related field preferred.
- Program development experience required.
- Experience engaging with a diversity of stakeholders.
- Familiarity with Inspirit's current priority areas an asset.
- Exceptional written and verbal communication skills.
- Written and spoken fluency in French an asset.
- Demonstrated ability to multi-task and set priorities within tight timelines with strong attention to detail.
- Excellent problem-solving skills and the ability to work under pressure.

- Strong research skills, and ability to synthesize information to generate options, solve problems, and develop solutions.
- Collaborative and proactive; a team player who can positively and productively coordinate deliverables; ability to work well in a team environment as well as independently.
- Accountable with a strong sense of professionalism and integrity.
- Comfortable working in virtual office environment when needed.
- Strong knowledge of Microsoft Teams and Office Suite (Word, Excel PowerPoint) in a Mac environment an asset.
- Familiarity with CRM databases and grant management tools and virtual communication tools an asset.

COMPENSATION

Inspirit bases compensation levels on the Foundation Salary & Benefits Report prepared by the Philanthropic Foundations of Canada and the Community Foundations of Canada. The starting salary for this position will fall between \$75,000-\$80,000 and will be commensurate with the individual's experience. The full compensation package includes access to professional development, health benefits, a group RSP, three weeks paid vacation, paid personal absence days, as well as paid time off between Christmas and New Year.

This position is open to candidates anywhere in Canada and includes hardware and software required for the role. You must be eligible to work in Canada and must be able to travel to Toronto in accordance with current vaccination requirements. Please note, Inspirit requires all employees to be fully vaccinated against COVID-19 as per our Vaccination Policy.

HOW TO APPLY

At Inspirit Foundation we believe a diverse team makes us stronger, and as an equal opportunity employer, we encourage all qualified individuals to apply. As an organization, we are committed to ensuring equity principles inform our work and invite you to read our Equity and Pluralism Statement.

Please apply at <https://inspiritfoundation.blitzen.com/form/PM-Application-2022>

You will need to upload the following:

- Current resume
- Cover letter (written, audio or video)

All applications must be received by **May 13, 2022 at 11:59 pm EST.**

Accommodation is available upon request for candidates with disabilities taking part in all aspects of the recruitment and selection process. Please let us know how we can help.

We thank all applicants for their interest, however only those advancing in the process will be contacted.