

INTERNAL & EXTERNAL JOB POSTING

Manager, Innovation and Strategic Partnerships

ISANS is seeking a full-time Manager, Innovation and Strategic Partnerships responsible for the people and contract management and evaluation of all programs and services within the Innovation & Strategic Partnerships (ISP) team. Reporting to the Director of Programs, Language & Labour Market this position will be responsible for:

Duties and responsibilities:

- Oversee all program activities related to the ISP team, comprised of external-facing Equity, Diversity, and Inclusion (EDI) services and pre-arrival services that help clients to gain settlement and employment knowledge before they arrive in Canada
- Conduct ongoing monitoring of outcomes and evaluation of all programs and services within the ISP team and redirect as necessary
- Keep up to date with theory and practice of current information, policies, ISANS' Strategic Plan, etc., as it relates to the work of the organization and the team
- Represent the ISP team and the organization at various events – planning sessions, conferences, etc.
- Provide leadership both inside and outside the organization with regard to the ISP team's programs and services
- Build partnerships and support ongoing collaborations to further the objectives of the organization and the ISP team
- Develop, review, and ensure the timely completion of formal proposals), reports and compliance with other provisions required under relevant agreements and grants
- Collaborate and build partnerships with associations, communities, employers and other service providers to further the objectives of the organization and of the ISP team
- Monitor budgets that support the ISP team's programs and services
- Collaborate across teams within ISANS to develop, implement and/or manage new programs as applicable
- Additional job-related duties as required to maintain high quality client service delivery

Managing ISP team

- Support the SOPA supervisor in providing day-to-day supervision of SOPA team members, activities of the programs, and services within the team; provide day-to-day supervision of other members of the team e.g., EDI team members for the same
- With the supervisor as applicable, hire, onboard, supervise, train, mentor, coach, support, and develop the ISP team, including delivering annual performance reviews
- Monitor, evaluate and provide recommendations regarding resource needs
- Working with the supervisor as applicable, identify and coordinate professional development opportunities for the team
- Establish procedures and processes to meet the objectives of team services
- Keep up to date on ISP-related best practices and other related knowledge, sharing knowledge with team members
- Monitor team expenses within agreed budget

General responsibilities

- Design, develop, implement and evaluate processes, policies and procedures
- Actively engage as a member of the ISANS Leadership Team, including strategic planning and implementation of ISP team strategic plan
- Represent ISANS externally at events and through strategic partnerships
- Provide information as required for internal/external reports and proposals
- Review, adhere to, and manage others within ISANS' workplace policies and procedures
- Participate fully in regular staff meetings, team meetings, training, and development and ISANS events

- Complete proposals, grants, reports and any other documentation required
- Perform other duties as required
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The ideal candidate for this position will have the following:

Education

- Bachelors Degree and/or professional qualification applicable to the position (e.g. Business, Adult Education, Project Management, etc.)
- Certificate or training in EDI, Adult Education, or Project Management is considered an asset

Experience

- 5-7 years of progressive work experience with supervisory experience in a dynamic, fast-paced environment required
- Experience in a multi-service, client focused environment, ideally in the non-profit sector serving immigrants

An equivalent combination of education and experience may be accepted.

Knowledge and Skills

- Working knowledge of online technologies
- Understanding of the not-for-profit sector and service delivery organizations
- Experience in writing grant and funding proposals
- Strong knowledge of equity, diversity, inclusion, anti-racism, anti-oppression, trauma-informed practices, empowerment approach, and adult-education principles
- Experience developing partnerships and working with a variety of diverse stakeholders and partners
- Experience in evaluation and/or results or impact reporting
- Exceptional organizational and time management skills
- Excellent written and verbal English communication skills
- Strong ability to work independently and as part of a diverse team for continuous improvement
- Sound professional judgment and problem-solving skills in complex situations
- Strong interpersonal skills and ability to adapt leadership style accordingly
- Proficient with MS Office applications

ISANS Core Competencies

Cultural Competency; Equity, Diversity & Inclusion

- Embracing the value that different perspectives and cultures bring to an organization

Collaboration

- Working collaboratively with others across the organization to achieve shared objectives

Continuous Learning

- Continually seeking new knowledge and skills, as well as developing existing capabilities

Innovative Thinking

- Introducing new ways of looking at problems and developing useful ideas that are new, better, or unique

Accountability

- Holding self and others responsible and accountable to being transparent and principled in our approach and to meeting commitments

Respect

- Actively encouraging an environment of fairness, honesty and integrity for all

Terms of Employment

- Indefinite-term contract
- Full-time, 35 hours per week
- Hybrid work environment: work location will be determined by operational requirements, prioritizing ISANS mission and clients to determine the right balance of in-person and virtual work.

Commencement Date: ASAP

Closing Date: Tuesday April 16, 2024- 4:00pm

To apply: Please e-mail your resume and cover letter merged into one document to careers@isans.ca, stating the title of the position you are applying for in the subject line.

ISANS is dedicated to inclusiveness, equity and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. We encourage applicants to self-identify in their cover letter and request any accommodation required to support them during the recruitment process.

Only those eligible to work in Canada will be considered for this position.

**We wish to thank all applicants for their interest and effort in applying for this position.
However, only candidates selected for interviews will be contacted.**