



Senior Manager, Provincial Partnerships and Engagement

Full-time, Hybrid, Vancouver, BC

About Us

The Immigrant Employment Council of BC (IEC-BC) is a dynamic not-for-profit that helps BC employers recognize the collective value immigrants bring to the workforce, positively impacting our society and economy. As a growing organization, our programs break down barriers that keep BC businesses from making full use of the diverse skills and experience immigrants bring to the workplace and communities.

About the Role

We are seeking a highly skilled and experienced Senior Manager to join our non-profit organization. As a key member of the senior leadership team, you will significantly contribute to shaping our provincial programming implementation, operational strategy, and achieving our organizational mission. This position requires expertise in guiding and developing high-performing small teams, strategic and visionary thinking, outstanding proposal writing skills, and proficient management of complex funded projects and programs to ensure success and generate significant impact.

Reports to: Director, Labour Market Programs and Employer Engagement

Location: Vancouver, BC (Hybrid)

Salary: \$90,000 per annum plus a competitive benefits package

Key Responsibilities

Team Leadership

- Build, lead, and mentor a high-performing, agile team of program staff, enabling teams to respond effectively to changes fostering a culture of collaboration, trust, and impact.
- Foster a collaborative and inclusive work environment, promoting teamwork, curiosity, and innovation.
- Provide guidance and support to program staff, encouraging professional growth and development.
- Lead cross-functional teams and promote adaptability and agility and facilitate their ability to effectively respond to changes, challenges, and opportunities.
- Continue to support a deep understanding of different programs within the organization, among your team, enhancing overall communication and alignment towards common goals.

Program Development and Management

- Lead the design, development, and implementation of comprehensive program strategies aligned with the organization's mission and goals.
- Conduct thorough needs assessments and collaborate with internal and external stakeholders to identify program priorities and target populations.
- Develop and communicate a compelling vision for each program, focusing on the big picture and long-term impact.
- Oversee program budgeting, resource allocation, and forecasting to ensure effective utilization of resources.

- Develop program timelines, milestones, and performance indicators to track progress and evaluate program outcomes.
- Ensure adherence to program objectives, quality standards, and regulatory requirements.

Proposal Writing

- Create compelling grant proposals, project proposals, and fundraising appeals to support the growth and sustainability of our organization's programs and initiatives. Collaborate with program managers and subject matter experts to gather information and data necessary for proposal development.
- Manage the proposal development process, including coordinating deadlines, collecting supporting documents, and obtaining necessary approvals.

Partnerships and Stakeholder Engagement

- Cultivate and maintain strategic partnerships with community organizations, government agencies, and other stakeholders to leverage resources and enhance program effectiveness.
- Represent the organization at external events, conferences, and meetings, advocating for the program and building collaborative networks.
- Collaborate with funders and donors, ensuring effective communication, reporting, and compliance with funding requirements.

Resource Management:

- Oversee resource allocation, including budgeting forecasting, tracking and fundraising efforts.
- Work in partnership with the finance team to closely monitor and manage program operational expenses.

Reporting and Analysis:

- Produce regular reports detailing program performance, including operational, financial, and outcome metrics.
- Apply data analysis techniques to guide decision-making processes and pinpoint opportunities for enhancement.

Strategic Planning and Evaluation

- Develop and implement strategic plans to expand program reach, impact, and sustainability.
 - Establish and utilize performance metrics and key performance indicators (KPIs) to evaluate program effectiveness and success. Conduct ongoing monitoring and evaluation of program performance, identifying areas for improvement and implementing corrective actions.
 - Collect and analyze data to measure program outcomes and effectiveness and generate reports for stakeholders and funders.
- Stay updated on industry trends, best practices, and relevant policies to inform program design and innovation, and apply these insights to practical plans, ensuring programs remain relevant and impactful for target audiences.

Qualifications

- Bachelor's degree in a relevant field.
- 3 – 5 years of experience in a senior leadership role, ideally within the non-profit sector. Private sector experience is an asset.

- Experience managing direct reports and teams.
- Experience writing funding proposals and grants.
- Exceptional project management skills, with the ability to manage multiple programs simultaneously.
- Excellent leadership and team management abilities, with a track record of building and motivating diverse teams.
- Strategic thinker with the ability to develop and implement program strategies aligned with organizational goals.
- Strong analytical and problem-solving skills, with the ability to collect and interpret program data.
- Excellent communication and interpersonal skills, with the ability to engage and collaborate with a wide range of stakeholders.
- Proficient in using project management software and tools.
- Flexibility to adapt to changing priorities and work in a fast-paced, dynamic environment. Experience with government-funded projects is highly valued, along with an understanding of the challenges and opportunities that employers face in various industries regarding the economic and social inclusion of newcomers.

How to Apply

If you are passionate about working with employers and stakeholders to advance immigrant workplace inclusion and thrive in a small, impact focused and fast-paced organization, this could be the position for you. To be a part of an innovative and purpose-driven team that is building a prosperous and inclusive future for British Columbia, please submit your resume and cover letter **by March 1, 2024**, to recruitment@iecbc.ca and quote "Senior Manager, Provincial Partnerships and Engagement", in the subject line.

We kindly ask for no phone calls. Due to the high number of applications received, only candidates who are selected for an interview will be contacted.