

## **Career Opportunity - Job Posting June 2022**

### **Director of Education Programs**

#### **ABOUT NEIGHBOUR TO NEIGHBOUR**

Neighbour to Neighbour Centre is a non-profit charitable organization located on Hamilton Mountain. It has been in existence since 1986 and started as a single service agency providing foodbank services. Since that time the Centre has grown and presently offers programs and services under the following departments, Emergency Services, Family Services, Education and Community Food Centre. Our mission is to “Lead our community to an improved quality of life” with values of integrity, leadership, and inclusion.

#### **ADDITIONAL BACKGROUND & RESOURCES**

For more information about Neighbour to Neighbour please visit: [www.n2ncentre.com](http://www.n2ncentre.com)

#### **THE OPPORTUNITY**

Neighbour to Neighbour Centre, located in Hamilton, is seeking a dynamic and enthusiastic senior leader to

- re-engage and build on our reading and math tutoring programs that have been dormant for 2 years because of COVID
- build other educational and preventive services within the department as required by the community

The successful candidate will honour the value, complexity, and tremendous success of the program’s history, and build on these strengths. They will collaborate closely with key stakeholders – Public and Separate School Board representatives, an extensive network of consultants and tutors (volunteers), partners etc. They will lead the development of the department with sustainable funding sources, a sound infrastructure and programs that will build knowledge and support learning.

Salary - \$70,000+

#### **THE IDEAL CANDIDATE**

The successful candidate will be an energetic, high achiever who takes initiative and goes the extra mile. Performance-driven and results-oriented, with a strong focus on accountabilities, the Director, Education Programs will be an experienced, confident, creative, and innovative professional. The new incumbent will also balance their drive with a sense of humour and a friendly disposition.

The ideal candidate will believe in our mission and the work we do to lead our community to an improved quality of life. An experienced and skilled general manager, the Director, Educational Programs will lead the department including all areas of the pillars of support – Financial, Structure, Relationship development, Volunteer management, program design, staffing, along with providing key senior expertise to the Centre’s management team.

## KEY AREAS OF RESPONSIBILITY

Reporting to the Executive Director, the Director will be responsible for:

- Leading the development of the Centre's educational department, demonstrating the ability to develop and maintain key relationships, network for deeper knowledge, skills and support and exhibit the entrepreneurial competencies to support the programs' continued evolution.
- Personally manage all elements of the educational portfolio, including understanding and development of the current in school reading/literacy programs and the numeracy programs.
- Researching, identifying, and pursuing opportunities for program and department funding in alignment with N2N's mission, vision, and values. Donor stewardship, grants, proposals are key, in addition to annual budgeting - creation and variance analysis.
- Understand and bring innovative ideas to the department staffing, paid and volunteer resources, and the structure and the program design.
- Plan for attraction, recruitment, training and retention of the paid and unpaid professional resources, currently numbering over 120 key contributors.
- Representing N2N to our external community by being informed, articulate, and enthusiastic about our mission and work.
- Assisting in other duties as required to reach departmental and organizational strategic goals.

## QUALIFICATIONS AND COMPETENCIES

This position requires strong time and project management skills. The ability to build and maintain positive relationships with stakeholders, volunteers, colleagues, Board of Education and individual school contacts, and funding supporters is also an essential function of the position.

Additional Requirements:

- 5+ years of educational program design and delivery
- Experience identifying and securing funding opportunities through donor relationships, grant submissions and proposals
- Demonstrated experience in leading teams
- Excellent interpersonal and relationship management skills
- Strong verbal and written communication skills along with polished presentation skills
- Ability to work well with a diverse group of people and build strong relationships
- Ability to effectively manage multiple priorities, deadlines, and interests
- Consistently demonstrating the highest standards of professionalism, confidentiality, integrity, and sensitivity
- Familiarity with the issues surrounding food insecurity, poverty and educational deficits an asset
- Strong computer skills including Microsoft Office and experience in reporting program results
- Capacity for occasional local travel, and some evening and weekend work
- A University degree or an equivalent combination of education and experience is required

If you are qualified and this career opportunity is interesting to you, please submit a resume and cover letter. Applications can be made through the Centre's website at [www.n2ncentre.com](http://www.n2ncentre.com) , via [resumes@n2ncentre.com](mailto:resumes@n2ncentre.com) . **Posting closes on June 17, 2022.** We appreciate all interested applicants, but regrettably, only those selected for next steps in the recruiting process will be contacted.