



Volunteer Job Posting

Job Title:	Director, Programs & Services	Department:	Programs & Services
Status:	Volunteer, On-going (More than 1 year) 5-10 hours/week (may increase as needed)	Reports to:	Executive Director
		Job ID #	#20-PS-03

ANNISAA Organization of Canada (the Agency) is a Muslim women's empowerment organization providing a significant benefit to the Muslim community by empowering Muslim women and girls to effectively address the challenges of integration and self-empowerment.

All Charitable donations are funded solely by the Founder and ED of ANNISAA. ANNISAA has no payroll obligations and is staffed entirely by volunteers who share ANNISAA's vision.

Reporting directly to the Executive Director, the Director has primary responsibility for current program management and new program development. The Director is also responsible for relationship building and networking within a variety of stakeholders to enhance ANNISAA's competitive position.

This role will provide strategic leadership and operational oversight and be responsible for the portfolio growth and development of new initiatives to address the challenges of integration and self-empowerment. The Director is responsible for the implementation, management, supervision and evaluation of ANNISAA's programs following standards set out by the organization and relevant funders. As a member of the executive team, the Director, Programs and Services participates in strategic planning and budgeting initiatives in addition to problem-solving.

RESPONSIBILITIES

Program Management

- Responsible for the implementation, management, supervision and evaluation of all activities of the programs under leadership
- Responsible for the supervision and management of the data management software(s)
- Compile, maintain and report on the monthly, quarterly and annual program statistics.
- Analyze trends in programs, identifying issues and developing & recommending solutions to the ED
- Implement, manage, supervise and evaluate all activities related to programs
- Develop, implement and evaluate recruitment strategies to expand the number of volunteers to support the program

New Program Development

- Working with the leadership team and other staff, the incumbent is responsible for developing and tracking opportunities for new program development appropriate to ANNISAA's capabilities and objectives as defined in ANNISAA's Strategy, Work Plans and other relevant documents

- Leads the development, writing and timely delivery of proposals to public and private funding organizations, based on emerging opportunities throughout each fiscal year
- Responsible for ensuring the quality and content of proposals that are fully responsive to funders' requirements and are competitive with other organizations
- Annual program development planning process, including reporting on the past year's outcomes and accomplishments and future initiatives, and setting criteria for undertaking new directions and approaches consistent with ANNISAA's Strategic Plan and competitive advantages
- Staying abreast of current and future program directions and funding prospects of various funders
- Ensuring that ANNISAA is aware of all appropriate current and upcoming solicitations and/or market opportunities that affect program development strategies, and ensuring that ANNISAA remains poised to respond to appropriate opportunities that fit our mission and capabilities
- Working collaboratively with the development and program management teams in generating new opportunities to build upon, broaden and diversify ANNISAA's funding base
- Establish linkages and provide senior leadership with relevant community partners to develop innovative ideas to meet current and evolving client needs

Budget and Administration

- Participate in overall agency budget planning and projections and monitor multiple program budgets
- Responsible for the development of unit and program business plans
- Prepare program-specific budgets and financial reports
- Participate in senior management meetings and general staff meetings
- Manage special projects as required
- Manage internal CRM system

Human Resources Management

- Direct, plan and coordinate the work of the program staff including supervision and evaluation, training and team building
- Organize and attend weekly program meetings to maintain effective communication
- Ensure adequate and qualified staff to carry out the program activities
- In consultation with People & Culture and ED, responsible for the selection, hiring, coaching, and discipline of the program coordinators, managers, and volunteers
- Share regularly with the program team, professional development and training opportunities, Ministry updates and releases
- Ensure that coordinators, managers, and volunteers remain motivated and engaged in ongoing learning and skills enhancement opportunities to better serve the needs of clients
- Ensure that coordinators, managers, and volunteers' relations and work conditions promote a barrier-free, non-discriminatory environment which is consistent with the agency's anti-racism, anti-discrimination/harassment policies
- Develop and implement policies and procedures governing the operation of the agency

Local Community

- Represent ANNISAA in community activities and organizations dealing with issues of concern to the agency and clients
- Maintain appropriate relationships with all major constituencies of ANNISAA (e.g. local service providers, funders, regulatory bodies, etc.)

QUALIFICATIONS

The Director, Programs and Services will be thoroughly committed to ANNISAA's strategy and mission. All candidates should have demonstrated leadership, coaching, and relationship management experience and strong demonstrated success in managing funder relationships. All candidates must have experience in non-profit program management across multiple disciplines.

Other qualifications include:

- Program Leadership and Management: This individual will have taken a hands-on approach in leading a variety of initiatives while supervising various managerial staff. The ideal candidate will have a track record of effectively leading a performance-based and outcome-based program and staff. The individual will have developed and operationalized strategies that have taken a program or organization to the next stage of growth.
- Team Building and Development: The successful candidate will have recruited, managed, and developed a strong team of staff, program/project managers, and program development professionals. This individual will serve as a "player/coach" to motivate and mentor her team.
- Exceptional Communication and Influencing Skills: As a voice/advocate of ANNISAA, the Director will have strong written and verbal communication skills. The individual will be a persuasive, credible, and polished communicator with excellent interpersonal and multidisciplinary project skills. This individual must work collaboratively with internal as well as external partners and other organizations, providing exposure for program impact in a variety of media outlets. Ideally, this person will have served as an effective spokesperson.
- Proposal writing: Extensive experience writing large, complex proposals for various funders, various foundations and other government ministries at provincial, federal and municipal levels.
- Advanced degree, with at least 3 years of management experience in the not-for-profit/charity sector.
- Unwavering commitment to quality programs and excellence in organizational and program management with the ability to achieve strategic objectives, and manage a budget.
- Strong demonstrated program development experience with the ability to engage a wide range of stakeholders including advisory groups, coalitions, forums, associations, foundations, corporate sponsors.
- Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth.
- Experience having worked with a high-performance, collaborative, constructive peer group.
- Ability to work effectively in collaboration with diverse groups of people.
- Integrity, positive attitude, mission-driven, and self-directed with a demonstrated passion for ANNISAA's mission and commitment to working collaboratively with a management team of senior professionals.
- Solid judgment and apparent leadership skills.
- A team player, who can interrelate and operate effectively with peers and other associates within a collegial, yet demanding, work environment.
- An individual who can handle a variety of constituencies, manage multiple tasks simultaneously and thrive in a complex environment with multiple priorities.
- Impeccable integrity and a strong work ethic.
- Strong analytical skills; basic business intuition, and common sense.



**ANNISAA
ORGANIZATION
OF CANADA**

To apply, please email your resume and cover letter as a single Word or pdf document to volunteer@annisaa.org quoting **File #20-PS-03** in the email "Subject" line.

ANNISAA Organization of Canada is committed to developing an inclusive selection process and work environment. If contacted for an interview, please advise the hiring manager if you require any accommodation during the interview process. The hiring process is governed by the ANNISAA Organization of Canada Race Relations and Employment Equity Policies.