



ABOUT CATALYSTE+

Catalyste+ is a Canadian economic development organization. We help people build better lives by strengthening local economies in Canada and in developing countries around the world. Since 1967, we've been building capacity with businesses, governments and community organizations to promote locally driven, inclusive growth and sustainable development. We act as a catalyst for our partners to realize their full potential.

SENIOR MANAGER, PROGRAM DEVELOPMENT

SUMMARY

To execute on all aspects of program development and growth; the Sr Manager must have excellent technical and writing skills, be a proven team player, agile strategic thinker, able to work within a risk/opportunity framework and use sound judgment to prioritize effectively. Reporting to the Sr. Director, International Services, the Sr. Manager will collaborate across Catalyste+ functions to maximize synergies and to ensure that Catalyste+ is strategic, effective, efficient and coherent in its growth and expansion strategies. This position can be located in ON, QC, BC or NT.

DUTIES & RESPONSIBILITIES

Program Development:

- Lead the execution of the organization's program growth and development strategy by designing, developing and writing strong proposals and concept notes in close collaboration with the PDO and program teams
- Proactively coordinate with senior leaders to ensure timely implementation of Catalyste+'s strategy to grow and manage its portfolio of projects and to capitalize on new opportunities
- Responsible for maintaining an efficient process to track, prioritize and report on all Catalyste+ program development initiatives and opportunities in the pipeline
- Provide guidance on program design and set up of new programs including integration of core technical approaches such as results-based management, thematic issues, value for money, innovative approaches
- In close collaboration with program teams, develop strategy in key thematic areas such as gender, governance and environment
- Build and maintain a network of organizations, funders and individuals to be aware of trends and new program opportunities relevant to Catalyste+ growth and expansion goals

- Identifies opportunities of programmatic synergies between different projects

Strategic Analysis and Knowledge Sharing:

- Uses analytics to support evidence-based decision-making in planning, programming, budgeting and resource allocation
- Collaborates with the Program and Communications teams to ensure messaging about technical areas is clear, streamlined and aligned across the organization
- Develops and manages content on technical subject matters to be used for communications, training and orientations
- Cultivate and coordinate a team of technical experts and promote the culture of formal and informal knowledge sharing across functions
- Develops and promotes in collaboration with program teams, the use of technical tools to improve operations across departments

People Management:

- Responsible for performance management assessments of staff to ensure formal goals and objectives are developed, achieved and aligned with Catalyste+'s overall strategic plans
- Provides direction, guidance, training, coaching, supervision and professional support to staff including performance feedback and career planning

KNOWLEDGE AND SKILLS REQUIREMENTS

- Strong, demonstrated and successful program design and proposal development experience in international development projects and/or relevant university degree
- Understands more advanced aspects of primary area of specialization as well as the fundamental concepts of related disciplines
- Demonstrated leadership skills, proven ability to build consensus, to strengthen relationships among disparate stakeholders, and to influence with/without formal authority
- Excellent interpersonal and project management skills
- Energetic self-starter
- Excellent interpersonal, presentation, and verbal communication skills
- Exceptional time-management, organization and prioritization skills
- Bilingual, French/English; English/Spanish, an asset

WHAT'S IN IT FOR YOU

- Rewarding and meaningful work environment
- Work/Life balance; remote or hybrid work and flexible schedules
- Comprehensive Health Benefits plan
- Mental Health & Wellness Programs
- Generous employer matched pension plan
- Internal training & development events
- Mentorship program
- Innovative, collaborative & creative work environment
- Competitive base salary

- General time-off policies
- Holiday office closure
- Value diversity and inclusiveness

Please forward your resume, cover letter, including salary expectations, with **Sr. Manager, Program Development** in the subject line to:

Jennifer Rovet, Recruitment Manager
jrovet@catalysteplus.org

Application deadline: February 2nd, 2024

Catalyste+ is an equal opportunity employer. We thank all applicants for their interest, but only those selected for an interview will be contacted.

In the spirit of peace, friendship and respect, we recognize that our work takes place on traditional Indigenous territories across Canada. We also wish to acknowledge that the Catalyste+ office in Toronto is located on the traditional Indigenous territory of the Huron-Wendat, Haudenosaunee, the Anishnabeg, the Chippewa and the territory of the Mississaugas of the New Credit. In Montreal, our office is located on the unceded territory of the Kanien'kehá:ka.