

## **JOB OPPORTUNITY**



### **DEVELOPMENT MANAGER - PARTNERSHIP SUPPORT AND PROGRAM DEVELOPMENT YMCAs OF QUÉBEC - SCHOOL PERSEVERANCE SECTOR**

#### **POSITION OVERVIEW**

Under the supervision of the National Director, School Perseverance, the selected candidate will create partnerships with various school boards, public and private organizations, YMCAs, community organizations, and funders that support the school perseverance sector provincially, nationally and internationally. He or she will actively participate in developing communications strategies and expansion plans to increase the visibility, prominence, funding and scope of the various activities of the YMCAs of Québec's School Perseverance Sector, particularly the YMCA Alternative Suspension program. He or she will act as an official representative of the YMCA to different spokespersons in areas served by our programming. He or she will also represent the YMCA to different partners according to the existing development or expansion strategy. Moreover, working closely under the other senior directors of the sector, the selected candidate will plan, implement and support operations for several service sites of the Alternative Suspension program outside of Montréal and Québec City.

#### **RESPONSIBILITIES**

- Supporting a portion of the existing Alternative Suspension service sites.
- Advising and supporting partners from various YMCAs and other organizations in the development of sustainable program sites.
- Researching and identifying potential development opportunities, establishing relationships with stakeholders from various fields (community, government, private sector), and maintaining effective and harmonious partnerships.
- Developing and implementing policies and processes for the selection and approval of host organizations for new program service sites.
- Building on the current training approach and tools and designing a new integrated training strategy that is innovative and in line with the vision of the YMCA School Perseverance sector.
- Participating in the recruitment, hiring, management, and support, activities for all of the members of his or her wider team (projects and program service sites under his or her supervision).
- Organizing and leading training and coaching sessions for current partners, and new ones, in the development and operations of program service sites that are associated with the sector.
- Identifying funding sources for programs that are in development and helping current programs achieve financial stability and durability.
- Creating conditions to ensure the long-term stability of projects by establishing an evaluation framework, result indicators, recording results based data, and providing a clear report of the process and outcomes.
- Drafting and finalizing contractual agreements and related reports to ensure the proper functioning of projects and to satisfy funders.
- Establishing and following up on the annual budget with his or her supervisor.
- Participating in the development and the implementation of the YMCA School Perseverance sector brand strategy and promoting its programs through communications and the participation in forums, symposiums, meetings and other activities related to the fields of education, community development, and youth worker.

In general:

- Exhibiting appropriate behaviour that is in line with our mission, vision and values, as reflected in YMCA competencies.
- Representing the YMCA and the Association in a professional manner.

- Integrating the value of philanthropy and volunteering in his or her relationships with members, volunteers, donors and employees.
- Executing all assigned tasks.

## REQUIREMENTS

- A university degree or relevant experience in education, youth work, social work or a related field.
- At least five (5) years of management experience in the community sector, namely in managing teams of employees and volunteers, and/or the development of youth programs.
- A proven ability to be rigorous, dynamic and independent in a constantly evolving work setting.
- Excellent organizational skills and detail-oriented.
- Experience in managing multiple tasks and projects and proven skills in prioritizing and resolving conflicting demands and deadlines.
- Extensive knowledge on issues related to under-education and school dropout (an asset).
- Exceptional interpersonal and relationship building skills, is tactful, diplomatic, and professional with employees, partners, funders and the general public.
- Strong analytical, problem-solving and decision-making skills.
- Strong communication skills and proficient in both English and French (oral and written).
- Excellent computer skills (MS Office) and general comfort with technology.
- No criminal record in connection with employment.

**Location:** Du Parc YMCA

**Status:** Full-time

**Salary:** In accordance with the YMCA pay scale

**Schedule:** 35 hours/week, flexible schedule with several business trips per year

**Start date:** March 30, 2018

**Application deadline:** March 16, 2018

Please send your CV and cover letter marked 'DEVELOPMENT MANAGER – SCHOOL PERSEVERANCE to: George Kalimeris, National Director, School Perseverance Sector, The YMCAs of Québec  
[george.kalimeris@ymcaquebec.org](mailto:george.kalimeris@ymcaquebec.org)

## WHY THE YMCA

As part of a team of 1,600 employees and 1,600 volunteers, we embody shared values and work together for the mission and cause of the YMCA. We are a part of the national and international YMCA movement, which seeks to strengthen the foundations of community. We are dedicated to the harmonious development of mind, body and spirit not only for our members of the community, but for our team. We work in a flexible and friendly environment in which all team members are encouraged to bring new ideas and creative initiatives. If you are interested in being a part of a dynamic team and developing your skills while taking on the challenge of working for an organization dedicated to building stronger communities, we would love to hear from you!

## ABOUT THE YMCAS OF QUÉBEC

The YMCAs of Québec is a charitable organization that builds stronger communities by providing opportunities for everyone to lead fulfilling, active, healthy and engaged lives. Our 10 YMCA centres, International Language School, Residence, Camp YMCA Kanawana and 34 service sites across the province are visited by more than 115,000 people each year. The YMCAs of Québec are part of a Canadian network of 47 YMCA associations. For more information, visit [ymcaquebec.org](http://ymcaquebec.org) or [facebook.com/ymcaquebec](https://facebook.com/ymcaquebec).