

Full-time/Permanent Job Posting

Leadership Programs Director

The Rural Ontario Institute (ROI) is a charitable organization building vision, voice and leadership for strong and vibrant rural and northern Ontario communities. Through a variety of programs and initiatives, ROI develops leaders and facilitates collaboration on issues facing rural and northern Ontario.

Position Summary

With a significant legacy of successful leadership programs in the agriculture sector, ROI has the opportunity to build on this long-term foundation. The Rural Ontario Institute is seeking a dynamic, seasoned leader to further develop and adapt our leadership program offerings and support their on-going delivery. The successful candidate will have exceptional networks in the Ontario agricultural sector and can bring senior-level expertise, energy and experience to the organization. The Leadership Programs Director will raise funds for programs by arranging partnerships, securing sponsorships and pursuing appropriate grant opportunities. The Leadership Programs Director will design programs for current learning styles, evolving delivery platforms and industry leadership development needs.

Responsibilities

The Leadership Programs Director will immediately be responsible for managing a process to review and adapt our flagship Advanced Agriculture Leadership Program. The role demands an individual with skills as a superior communicator who listens well, can leverage existing relationships and further develop strategic partnerships and engagement with sponsors, funders, program alumni and government stakeholders. Functioning in a small collaborative team environment with colleagues and contract resources, the Leadership Programs Director will possess consultative skills to spearhead new program development through dialogue with supporting organizations, commodity sectors, potential participants and voluntary program advisors. The Leadership Programs Director will ensure timely monitoring and reporting to funders, market and promote programs and be responsible for efficient program delivery and on-going program evaluation.

The Leadership Programs Director is accountable to the Chief Executive Officer and manages and coordinates all activities of the leadership program portfolio. Responsibilities include:

- Program development – establishing objectives, curriculum and delivery format of ROI programs and assessing competitive environment;
- Program delivery – coordinating instructors, speakers, agendas/logistics for sessions;
- Program evaluation – ensuring continuous improvement, documentation and reporting of program impact and outcomes;
- Communications planning and brand management in conjunction with ROI Communications Manager;
- Partnership development, engagement and networking including alumni relations and functioning of advisory committees;
- Fundraising, communications outreach and donor relations for leadership programs;

- Financial oversight and management of individual program expenditures and sub-contracts; and,
- Supervision of contract and project-based staff

Qualifications

A significant track record in leadership and/or organizational development program design and delivery, with a minimum of 10 years related experience.

Academic credentials with relevance to training, teaching and/or adult learning principles and understanding of emerging best practices in training and experiential learning.

Knowledge of and well-developed relationships with Ontario agricultural organizations and government.

Demonstrated success with grant-writing, sponsorship and fund development in a non-profit context.

Professional-calibre presentation and public speaking skills.

Well-developed project management abilities and stakeholder relations capacities.

Human resource management skills and strong interpersonal qualities.

Class G driver's license, access to an insured vehicle, the ability to work flexible hours and proficiency with the Microsoft Office suite of software is required.

Additional Information

The salary range for the position will be negotiated commensurate with experience. ROI offers a health benefits contribution as part of its compensation package. The position is full-time (40 hours/week). The Leadership Program Director must be available for regular periodic weekend and evening work and travel. The ROI offices are located in Marden, Ontario, at 7382 Wellington Road 30. The Leadership Programs Director will be expected to maintain a schedule of in-office time of a minimum 3 days a week and may work remotely when warranted and with prior approval.

Please submit a letter summarizing interest and qualifications, along with salary expectations, by May 4, 2018, with a CV and references to Norman Ragetlie, Acting CEO using email: nragetlie@ruralontarioinstitute.ca

Only candidates selected for interviews will be contacted. Note that references will not be contacted unless a candidate has accepted an interview.