



## **Full-time/Permanent Job Posting Leadership Programs Manager**

The [Rural Ontario Institute \(ROI\)](http://www.ruralontarioinstitute.ca) 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 is again building 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 has exceptional networks in the Ontario agricultural sector and can bring senior-level expertise, energy and experience to the organization. The Leadership Programs Manager will raise funds for programs by arranging partnerships, securing sponsorships and pursuing appropriate grant opportunities together with ROI's Fund Development Officer. The Leadership Programs Manager will design and deliver programs for current learning styles, evolving delivery platforms and industry leadership development needs.

### **Responsibilities**

The Leadership Programs Manager will be mentored by and collaborate with the Leadership Programs Director to immediately be responsible for managing our flagship [Advanced Agriculture Leadership Program \(AALP\)](#). 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. This individual will aspire to become the Leadership Programs Director managing all leadership programs within two years or less. Functioning in a small collaborative team environment with the Leadership Programs Director, Leadership Programs Coordinator, other colleagues and contract resources, the Leadership Programs Manager 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 Manager will ensure timely monitoring and reporting to funders, market and promote programs together with ROI's communications team and be responsible for efficient program delivery and on-going program evaluation.

The Leadership Programs Manager is accountable to the Leadership Programs Director and manages and coordinates all activities of the leadership program portfolio.

Responsibilities include:

- Program development – review objectives, curriculum and delivery format of ROI programs offering recommendations for updates to sustain a reputation of excellence and assess the competitive environment;
- Program delivery, and in addition, identify and coordinate other instructors, speakers, agendas/logistics for sessions in consultation with the ROI program leadership team (Leadership Programs Director, Leadership Programs Coordinator and Communications Coordinator).
- Attendance at all AALP seminars (7), webinars (7) and study tours (2) over the 18-month duration is mandatory. A minimum of 50 percent attendance at all other leadership programs/workshops (approximately 8/year) is coordinated with the leadership programs team
- Engagement with AALP class participants that supports their issues analysis projects and overall progress through the program and optimizes their leadership journey;
- Resource management – manage financial and physical resources strategically, exhibiting fiscal discipline and transparency and using best fiscal management practices for long-term sustainability;
- Inclusive culture – foster a culture in which all contributions to the team are appreciated and recognized, collaboration and innovation are encouraged and abilities of all are engaged to fully realize the potential of the team and of each member, ensure opportunities are open to all, programs are inclusive of all constituencies and efforts are made to engage diverse audiences, especially those that are traditionally underrepresented.
- Program evaluation – ensuring continuous improvement, documentation and reporting of program impact and outcomes;
- Communications planning and brand management in conjunction with ROI program leadership team. Represent ROI to the public and promote the programs as appropriate;
- Partnership development, engagement and networking including fostering ties and encouraging linkages with alumni and the establishment of an alumni association and advisory team;
- Fundraising, communications outreach and donor relations for leadership programs in conjunction with ROI program leadership team and fund development officer;
- 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.
- Knowledge of and experience with local and global agriculture, food and agribusiness.
- 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- demonstrated commitment to practices that enhance access, equity, inclusion and belongingness and strong interpersonal qualities.

Class G driver's license, access to an insured vehicle, the ability to work flexible hours including overnight and international travel (valid passport required), 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 (37.5 hours/week). The Leadership Program Manager must be available for regular periodic weekend and evening work and travel. The ROI office is located in Marden, Ontario, at 7382 Wellington Road 30. The Leadership Programs Manager will be expected to be available for occasional in-office staff/Board meetings, regular virtual staff meetings, and attend the Annual General Meeting in-person. Most of the time work will be conducted remotely using virtual communication methods such as TEAMS and Zoom.

Please submit a letter summarizing interest and qualifications, along with salary expectations, by **July 4, 2025**, with a cover letter, CV and references to Ellen Sinclair, Executive Director using email: [esinclair@ruralontarioinstitute.ca](mailto:esinclair@ruralontarioinstitute.ca)

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