

## **Special Olympics Manitoba Position Profile**

**Position:** *Director of Program Development*

**Accountable To:** *CEO*

**Main Function:** *To lead the strategic direction, development and execution of comprehensive, quality community programming for all individuals with an intellectual disability or developmental delay*

### **Core Accountabilities and Responsibilities:**

#### **Responsibilities**

- *Lead the development and implementation of Special Olympics' Manitoba (SOM) community programs*
- *Develop and lead the SOM strategic plan and annual operational plan as it pertains to community and sport programs including setting targets, goals, and monitoring progress*
- *Direct and coordinate daily operations of the Program Development team.*
- *Develop and execute on a volunteer engagement strategy to attract and retain program volunteers*
- *Lead and liaise with Special Olympics Canada on all National program initiatives and funding projects that support community programs*
- *Liaise with Special Olympics Canada on pan-Canadian policies related to community programs*
- *Develop and maintain Special Olympics Manitoba policies that relate to community programs*
- *Develop and manage community programming budgets*
- *Communicate to the Program Development team organizational decisions pertaining to SOM's strategic plan, mission and vision*
- *Undertake staffing responsibilities (hiring, training, evaluating etc.)*
- *Responsible for facility and equipment management*
- *Assist in grant application, monitoring and reporting*
- *Develop and implement a database management system to capture community program participation and monitor progress*

#### **Required Skills:**

- *Proven experience in community program development and evaluation*
- *Experience in performance and operations management*
- *Outstanding communication and public speaking skills*
- *Excellent organizational and leadership skills*
- *Strong attention to detail and high degree of accuracy*

- *Sound judgment and decision-making skills*
- *Aptitude in problem-solving and experience in crisis management*
- *Database management*

### ***Education & Experience***

- *Undergraduate degree in related field, with preference for an M.B.A.*
- *10 years' experience in business, program and or community development*
- *Experience working with people with an intellectual disability would be an asset*
- *Ability to work in cross cultural teams with respect for diversity*
- *Must have and maintain a Full Class 5 Manitoba Driver's License with a clear Driver's Abstract*
- *Must be able to provide clear criminal record*

*The above is illustrated only and reflects the major duties, which may be amended from time to time as required to suit the Organization.*

*Please forward your resume to CEO Rachel Wheatley by email at [rwheatley@specialolympics.mb.ca](mailto:rwheatley@specialolympics.mb.ca).*