



Program Manager

About Foundation for Black Communities

The Foundation for Black Communities is Canada's first-ever philanthropic foundation dedicated to investing directly in Black-led, serving, and focused grassroots, non-profit, and charitable organizations. Foundation for Black Communities exists to ensure every Black person in Canada can thrive and all Black communities have agency in defining their own future. We will invest in change-making, working with Canadian philanthropic, political, and business partners to ensure that Black-led and Black-serving organizations have the sustained resources they need to make a meaningful impact.

Position Overview

Reporting to the Director, Community Impact, the Program Manager promotes the values, principles, and customer service standards of the Foundation for Black Communities (FFBC). The Program Manager is responsible for be program design and development, project management, stakeholder engagement, capacity-building, and thought partnership. The Program Manager will ensure the efficient and effective delivery of grants and investments designed to improve the economic and social outcomes of Black communities across Canada.

Responsibilities

- Ensuring applicants and grantees have a clear and accurate understanding of expectations, responsibilities, and requirements.
- Providing outstanding customer service and positive end-user experience in all aspects of the role.
- Understanding and accurately applying FFBC policies, guidelines, and processes.
- Developing and delivering clear and accurate information through outreach sessions and workshops.





- Providing coaching support (one-on-one and group) to potential and declined applicants and answering questions in a timely manner.
- Conducting application analysis and assessments that are impartial and fair, that support the FFBC's community impact strategy, and that follow FFBC policies and procedures.
- Working with the Communications team on the development of grant content for the website, e-news, social media, and other communication platforms.
- Supporting grantees with supplementary reporting data and information to aid in their reporting decision.
- Providing project management support across various FFBC initiatives.
- Proposing updates to dashboards to enhance reporting
- Recommending and supporting the implementation of program changes based on principles of trust-based philanthropy, and other best practices, emerging trends, and organizational priorities.
- Supporting community grant review panels to ensure they have a clear and accurate understanding of their role and the grant-making strategy.
- Supporting grant adjudicators to deliver fair, clear, evidence-based scoring, and decision-making that is consistent with the grant-making strategy and policies.
- Monitoring and supporting active grants through timely, regular, and high engagement approaches.

Requirements

- Superb communicator with advanced writing skills
- Fluent Communication skills in English and French are required
- 5+ year direct grant making, program management experience
- Strong skills and experience in developing and implementing internal communications strategies
- Experience and comfort working in a public facing, high profile, live media environment





- Good understanding of provincial and municipal governance and legislative processes.
- Experience with project and vendor management.
- Continuous improvement lens applied to all work.
- Experienced operating in extremely fast paced environment with competing priorities and deadlines.
- Experienced and confident public speaker.
- Tact, diplomacy, political acuity, and problem-solving skills to manage contentious issues under pressure.
- Collaborative decision making and a strong client orientation to build and maintain relationships with a broad range of stakeholders and meet or exceed internal client needs
- Exceptional writing skills and ability to produce content quickly for executive communications and public consumption
- Comfortable working with executive leadership as well as strong leadership and people management skills

Salary

\$80,000.00 plus a comprehensive benefits package.

How to Apply:

To apply please submit a cover letter and resume to hr@forblackcommunities.org.

Applications will be received on an ongoing basis until positions are filled.

We appreciate the time and effort it takes to apply and thank you in advance however, only those selected for an interview will be contacted.

If you require accommodation measures during any phase of the hiring process, please notify us as soon as possible. All information received in relation to accommodation requests will be kept confidential.

