



**Fondation  
Rideau Hall  
Foundation**

### **Program Manager**

Full Time Permanent Position

### **TOGETHER WE CAN DO MORE**

The Rideau Hall Foundation (RHF) is an independent and non-political charitable organization established to amplify the impact of the office of the Governor General as a central institution of Canadian democracy, and to better serve Canadians through a range of initiatives linked to learning, leadership, giving and innovation.

Today the RHF has become a nation-building charity: a catalytic platform to connect people, causes and organizations which – while they will exist for differing purposes – share a common belief in and commitment to the potential of Canada.

The RHF serves to shine a light on Canadian excellence, and to create the conditions for more Canadians to succeed and to thrive.

This Program Manager position is new and will be an important addition to the RHF team. The Program Manager will be responsible for organizing programs and activities for the Foundation in multiple and changing thematic areas including but not limited to programs supporting Indigenous and Northern initiatives and priorities, Learning and Leadership.

Reporting to the Director of Indigenous and Northern Relations and coordinating with RHF team members, the Program Manager will manage existing programs of the Foundation while developing additional programs to support the organization's strategic direction.

In collaboration with RHF team members, the Program Manager will develop budgets, operating plans and reports and will be responsible for program related event planning as well as building and maintaining high value relationships with stakeholders and partners.

The successful candidate will have strong organizational and communication skills and knowledge of Indigenous cultures within Canada.

For more information on RHF, please see: <https://www.rhf-frh.ca/>.

#### **ABILITIES/SKILLS**

- Able to operate and thrive in a collaborative environment as well as to work independently
- Demonstrated flexibility and initiative, very strong interpersonal skills and ability to manage multiple competing priorities.
- Excellent office administration and organization skills.
- Strong English written and verbal communication proficiencies, bilingualism in French and English an asset, knowledge of Indigenous languages an asset.
- Experience with and/or knowledge of Indigenous cultures within Canada.

- Demonstrated ability to work with senior leaders and partners in the private and not-for-profit sectors towards effective program management.
- Demonstrated financial knowledge, ability to negotiate with funding partners and to ensure effective management, implementation, tracking and reporting of resources.
- Strong competency in Microsoft applications including Word, Excel, and Outlook.

#### QUALIFICATIONS & EXPERIENCE

- A post-secondary degree or a combination of relevant training, education and experience.
- Project management certification an asset.
- Proven work experience in business process, planning and implementation skills.
- Proven work experience in stakeholder management.
- Proven work experience in program management and assessment.
- Knowledge and/or work experience in the non-profit or charitable sector as asset.

#### WORKING CONDITIONS

- Flexibility to work select evenings and weekends as required and available for occasional travel across Canada.

Candidate must successfully pass all required security clearances.

Please submit your resume and covering letter to the following address :[kathybedard@mccconnellhrc.com](mailto:kathybedard@mccconnellhrc.com) by February 23, 2020:

We thank all candidates for their interest; however only those selected for an interview will be contacted.