



Job Title: Program Development Officer (non-technical/bilingual)

Job Description: Program Development Officer for the Domestic/Intimate Partner Violence (DIPV): It's Your Business Workplace Toolkit Committee.

One-year, full-time contract position with possibility of extension.

About the DIPV: It's Your Business Toolkit Committee

The Committee is the provincial mechanism for collaborative work on addressing DIPV in the workplace. Associated with the Muriel McQueen Ferguson Centre for Family Violence Research (MMFC) and the Fergusson Foundation, it is made up of members from universities, labour groups, community organizations, employer and business associations, the provincial government and WorkSafeNB. The Committee's mandate is to develop, manage and distribute resources to address DIPV in the workplace including It's Your Business – [A DIPV in the Workplace Toolkit](#).

Location

Remotely within New Brunswick, or at the Muriel McQueen Ferguson Centre for Family Violence Research in Fredericton, New Brunswick. A combination of virtual and in-person may be considered.

Purpose

The Program Development Officer will operationalize the DIPV in the Workplace Committee's Strategic Plan with a focus on financial planning, fundraising and stakeholder engagement. They will create and lead our fund and program development strategy and build a circle of committed partners and donors to ensure long term success of the DIPV: It's Your Business Toolkit.



Primary duties and responsibilities

- Working with the Committee to develop a year-over-year budget based on the strategic priorities;
- Identifying and applying to federal, provincial and private funding opportunities;
- Identifying partnership opportunities for funding sources and to achieve program objectives;
- Identifying and working with stakeholders to identify needs and training opportunities;
- Promoting the Toolkit and identifying opportunities to develop and deliver knowledge transfer, training and resources to appropriate target groups.

Qualifications

University or College degree in Business Administration, Human Resources, or a related field or an equivalent combination of training and experience.

At least 3 years relevant experience and demonstrated success in fundraising and organizational development.

Knowledge, skills, and abilities

Knowledge and demonstrated experience in the following are essential:

- Stakeholder relations;
- Partnership-building;
- Fundraising and donor development.
- Non-Profit program development.

Other assets include:

- Project management skills
- Excellent interpersonal skills
- Familiarity with workplace wellbeing, health and safety principles
- Budgeting skills
- Strong computer Skills (MS Office)
- Ability to effectively communicate in both official languages

Experience working in, or professional knowledge of Domestic and Intimate Partner Violence and Gender-Based Violence is considered a strong asset.

Behavioural competencies

The Program Development Officer should demonstrate competence in some or all the following:

Teamwork development: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.

Planning: Determine strategies to move the organization forward, set goals, create, and implement actions plans, and evaluate the process and results.

Ethical behaviour: Understand ethical behaviour and business practices and ensure that your own behaviour and the behaviour of others is consistent with these standards and aligns with the organization's values.

Effective communication: Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.

Creativity and/or innovation: Develop new and unique ways to improve the organization's operations and create new opportunities.

Leadership: Positively influence others to achieve results that are in the best interest of the organization.

Decision-making: Assess situations to determine the importance, urgency, and risks, and make clear decisions that are timely and in the best interests of the organization.

Organization: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.

Problem-solving: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, make recommendations, and resolve the problem.

Compensation

\$55,000-\$60,000 per annum.

Equity clause

We provide equal employment opportunity for all applicants and employees and do not discriminate on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status, disability, or any other characteristic protected by local law. We encourage applications from Black people, Indigenous people, and people of colour, people with disabilities, members of the 2SLGBTQ2IA+ community and those with varied areas of expertise and lived experiences.

Accessibility clause

We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

To apply

Please send cover letter and resume to mmff@unb.ca. Applications must be received no later than **May 31, 2022**. Applications should demonstrate how candidates meet all the above qualifications. Only applicants invited for an interview will be contacted.