



HUB's Director of Programs

Help us move cycling forward.

You are:

- A strategic and motivated leader
- Able to tell a convincing and clear story with numbers and the value of our work
- Comfortable making asks and inspiring others to do as well
- Graceful dealing with all types of personalities and situations
- Skilled with budgets and details
- Passionate about people-powered transportation.

Some key tasks will include:

- Oversight of HUB program managers to ensure program delivery and development
- Managing program managers to create, understand, update and work within budgets
- Relationship management with regional and municipal government staff for program funding
- Evaluation of programs and staff, development of annual program plans
- Communicating program value and producing engaging reports.

We are HUB: Your Cycling Connection, a charitable organization making cycling better through education, action and events. More cycling means healthier, happier, more connected communities. We're leading the way in making cycling an attractive choice for everyone and we want you to join us.

Full Job Description

Responsibilities:

The role of the Director of Programs is to oversee the delivery and development of all HUB programs. Reporting to the Executive Director, the Director of Programs manages governmental relationships to support programming, seeks additional program funding, and is responsible for ensuring high quality offerings with effective coordination across the different areas of HUB.

The Director of Programs manages staff, program budgets and resources, to help make the best use of them to reach more people, raise the organization's effectiveness and profile and move HUB closer to achieving their mission.

Specific responsibilities:

- Coordinate the creation of program budgets with program managers and the Executive Director
- Manage programs to budget and timelines, leading program managers to understand and update their budgets
- Manage staff and key volunteers:
 - Program Managers
 - Program Coordinator
 - Volunteer Coordinator
- Identify and pursue new funding opportunities for specific programs



Your Cycling Connection

- Collaborate with program managers on innovating offerings to meet market and mission demands
- Implement regular evaluations of programs and managers along with creating annual plans
- Identify and ensure implementation of cross-program marketing, promotion, staffing, and cost efficiency initiatives
- Contribute to volunteer strategy/coordination and collaborate with the Membership and Volunteer Committee
- Develop and maintain relationships with municipalities/funders/partners and other stakeholders
- Support HUB's major gifts program
- Represent HUB's position as required on program issues
- Build cross-organizational relationships
- Represent HUB at events associated with role
- Oversee program development and operation
- Other duties as required and identified by the Executive Director

Qualifications:

- Program management experience
- Organizational budget development and financial management experience
- Experience of organizational change management
- Proven fundraising and negotiation ability
- Ability to develop and nurture cross-organizational relationships and partnerships
- Self-starter, able to take initiative and deliver on time
- Able to work independently and collaborate with others
- Able to delegate and prioritize in a demanding environment
- Proven verbal and written communication skills, with ability to write clearly and persuasively
- Computer skills: word-processing, spreadsheets, PDF, email
- Flexibility, interpersonal skills, and enthusiasm are key to success in this position
- Familiarity with HUB and its programs preferred
- Interest in cycling for transportation preferred

Terms:

This role is 35 hours/week with salary commensurate with skills and experience. HUB will provide a work mail/email address and scheduled access to shared office space. Employee must have access to their own computer and cell phone for work purposes. Employee will have office space, phone and internet access provided, as well as a health and benefits plan and two weeks paid vacation.

How to apply:

Please forward one document that includes a cover letter and resume to jobs@bikehub.ca
Application deadline is September 8th, 2013 at 10pm.

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