



DIRECTOR OF PROGRAMMING

Title: Director of Programming

Type: Full-time Permanent

Reports: Chief Executive Officer (CEO)

Location: Mississauga

Industry: Not-for-profit

COMPANY PROFILE

Founded in 2004, Jake's House is a Provincially and Federally funded Canadian charity with a mission to provide meaningful support to families living with autism across the country. Recognizing that more than any other single issue, families dealing with autism need a community, Jake's House is committed to growing a strong network of people who understand and care - a family, determined to provide tangible solutions at every stage of life.

In addition to growing a caring, committed community, Jake's House offers a continuum of structured services to provide practical help today and lasting hope for tomorrow. Through four strategic offerings – social events for the whole family; mentoring programs for youth; employment opportunities for young adults; and housing for the aging population – Jake's House supports individuals on the spectrum throughout their entire lifespans.

Through these events and services, as well as other strategic initiatives, Jake's House strives to empower individuals with autism; offer their caregivers support and respite; raise awareness; share resources; and build a caring community. Jake's House is dedicated to delivering assistance to those who need it right now, while also determined to establish a support system for future generations.

The ideal candidate will be working with a dynamic, fast-growing organization, collaborating with a passionate, dedicated team.

JOB OVERVIEW

Jake's house is looking for a strategic, mission-oriented, and seasoned leader who will serve as the Director of Programming reporting to the CEO. The Director of Programming will lead diverse teams responsible for the development, on-going monitoring, and management of our Legends Mentoring Program and Employment Mentoring Program. The ideal candidate will hold a strong background in the development and management of community services, along with a solid understanding of finance, revenue generation and risk management principles. With a strong emphasis on developing and nurturing relationships with key stakeholders in government and across various sectors, the Director of Programming will also develop and advance the strategic direction of Jake's House programs. Continuously focusing on raising the profile of the



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organization, increasing the value proposition, advance events, programs, and services. The Director of Programming is also responsible for establishing and building key relationships needed to fulfill program, administration, and support services obligations.

RESPONSIBILITIES

Program and Service Delivery

- Oversee the research, planning, development, implementation and evaluation of programs and services that are consistent with and promote the vision and goals of the CEO and Board
- Develop, implement, and improve new programs in collaboration with internal and external stakeholders
- Establish and apply a quality assurance process to ensure continued program excellence
- Collect and report all required municipal, provincial, and federal funding data in a timely manner
- Continually enhances industry knowledge and expertise through property management publications, trainings, networking events, trade group association membership and webinars

Strategic Direction

- Work with the CEO to develop, implement, monitor, and evaluate the strategic plan for the organization and ensuring financial and human resources are available to support this plan
- Foresee and identify potential risks, challenges, and changes in the short- and long-term future and develop strategies for mitigating such risks
- Collaborate with the CEO and leadership team on strategic and budgetary planning

Leadership & Team Management

- Support the CEO in fulfilling strategic and operational objectives
- Provide ongoing leadership, direction, guidance and supervision to employees at Jake's House along with service partners and external vendors
- Build and lead program and service staff, setting clear objectives and outcomes aligned with strategic and operating plans
- Be a highly visible leader committed to developing and growing the culture at Jake's House
- Demonstrate effective delegation of staff responsibilities and a system of follow up and accountability;
- Monitor staff performance and facilitate development, coaching and improvement quarterly
- Provide strategic leadership and translate the Jake's House vision into measurable goals and definitive actions that advance the mission of the organization and motivate employees
- Act as an advisor to the leadership team by implementing plans and making recommendations where appropriate



Governance and Risk Management

- Work with the Chief Executive Officer (CEO) to ensure organization is on track from a programming and governance standpoint; program policies and procedures are adhered to throughout the organization
- Oversee policies and procedures to ensure risk management and safety of all Jake's House families, volunteers, and overall program compliance

Philanthropy and Fundraising

- Oversee and identify potential funding and grant opportunities to grow programming capacity development
- Lead and complete funding applications and support fundraising initiatives which support the delivery of successful programs

Government/Stakeholder Relations and Advocacy

- Build and nurture relationships with government representatives, service partners, leaders in various sectors and other key stakeholders
- Assure the organization and its mission, programs, products, and services are consistently presented in strong, positive image to relevant stakeholders
- Solicit new opportunities through existing relationship, fostering new relationships, and ensuring a positive reputation within the autism community
- Exceptional interpersonal and networking skills, business acumen and the ability to negotiate
- Negotiate partnership agreements with agencies and service partners to expand and deliver programs and services, monitoring contract performance for improvement
- Build networks of key stakeholders to expand programs and profile for Jake's House on a regional and national basis
- Represent Jake's House programs and services to government and other funders as required
- Inform and collaborate with Board committees as it relates to programs and services under supervision
- Remain informed on current and emerging trends in autism, mentorship, employment and community housing programs and research and recommend adaptation for Jake's House



REQUIRED SKILLS AND EDUCATION

- Five or more years' management experience in a non-profit organization
- Bachelor's degree from a four-year college or university required, Master of Business Administration (MBA) preferred
- Inspiring and inclusive leadership style with a track record of managing and supporting staff
- Expertise with government stakeholder communications
- Excellent written and verbal skills, who actively listens
- A natural networker who understands the strategy and process of building beneficial relationships
- A collaborator with the ability to take an initiative and be hands-on with respect to programs and operations
- Strong work ethic, with the ability to work independently and collaboratively and is capable of handling multiple projects and deadlines simultaneously
- Excellent interpersonal skills and a demonstrated ability to work successfully with multiple stakeholders
- Proficiency with Canada's official languages, or a third language is an asset
- Proficiency with MS Office Suite (Word, Excel -advanced level, PowerPoint, etc.).
- Senior roles in association or non-profit management is an asset

IDEAL CANDIDATES (CULTURE FIT)

- Kind and empathetic, understanding the families we support always come first
- Go-getter with a positive attitude, entrepreneurial spirit, and an eagerness to wear many hats
- Self-motivated, proactive, resourceful, and results-driven; little supervision required to achieve goals
- Detail-oriented and strong organizational skills
- Thrives in fast-growing, dynamic environments; able to multi-task on concurrent projects
- Positive, energetic, enthusiastic, passionate
- Committed, disciplined
- Compassionate, caring, understanding, genuine, strong 'family values'