



Program Director

About The Gordon Foundation

The Gordon Foundation is a philanthropic foundation based in Toronto, Canada. The Foundation undertakes research, leadership development and public dialogue so that public policies in Canada reflect a commitment to collaborative stewardship of our freshwater resources and to a people-driven, equitable and evolving North. Over the past quarter century, The Gordon Foundation has invested over \$37 million in a wide variety of northern community projects and freshwater protection initiatives.

About the Role

This high-profile position requires: strong networking; relationship management skills; experience with public policy analysis and development; government relations; and managing staff and budgets.

You are polished, professional, and confident and excel in a fast-paced and evolving environment. You will be equally comfortable and productive as a solo operator and a team player.

Key Areas of Responsibility

Program Design and Delivery

- Work with the President and CEO to develop a long-term strategic direction for the Foundation's northern programs and special initiatives and translate this direction into implementation
- Ensure success, oversee and provide guidance to northern programs staff in their daily responsibilities
- Manage program budgets
- Report regularly to the Board of Directors
- Collaborate with Foundation staff on inter-program opportunities

Outreach and Promotion

- Work closely with Foundation staff to build a strong understanding of the purpose and impact of the Foundation's northern programming
- Maintain and acquire continued support for the programs by developing partnerships and collaboration opportunities that will maximize reach and impact of the programs
- Support the use of social and traditional media to promote the work of The Gordon Foundation.

Qualifications

- Post-secondary degree in political science, public administration, Indigenous studies, development studies, or environmental studies or comparable work experience
- 5-7 years' experience preferably in the charitable sector
- Have a proven ability to build strong networks in northern and/or Indigenous communities, with various levels of governments, and with the philanthropic sector
- Knowledge of human resources, project management, financial management and program evaluation
- Experience working with volunteer Board of Directors
- Self-motivated and able to work largely independently
- Ability to travel and work extended hours
- Strong preference will be given to applicants identifying as Indigenous (Inuit, First Nations or Métis)

How to Apply

This is full time position based at The Gordon Foundation's offices in Toronto. To apply, please forward your resume and cover letter to info@gordonfn.org with "Program Director" in the subject line. Only candidates invited for an interview will be contacted.

Deadline: Your resume and cover letter must be received by 11:59pm on **January 31, 2018**.