



# Position Description:

## Director, Partner Programs

### Position Summary

Reporting to the Chief Executive Officer, the Director, Partner Programs is responsible for the leadership, oversight and day-to-day management of the Trust's partner programs, namely:

- Connecting BC Program
- BC Hydro Agricultural Compensation Fund
- Northern Healthy Communities Fund
- BC Hydro GO Fund

Leading a team of three, the Director, Partner Programs is a member of the executive team, who are responsible for developing and implementing funding programs and/or capacity building services of the Northern Development Initiative Trust. The Director, Partner Programs is tasked with supporting the CEO to manage critical public sector partnerships, seek out new funding opportunities and responsibly manage public sector assets for the benefit of rural British Columbia.

### Core Accountabilities

- Demonstrate strong analytical skills, the ability to set and maintain priorities, maintain confidentiality and security of information
- Establish and maintain excellent working relationships with the Chief Executive Officer, staff, board, public sector partners, elected officials and representatives of community groups
- Engage the Chief Executive Officer on issues, trends, risks and changes to the operating model and delivery methods of partner programs
- Strive toward, and contribute to, ongoing improvements in the organizational mode through collaborative, team-oriented leadership that enhances corporate culture.
- Contribute to the development of Northern Development operations plan performance targets and lead the implementation of said targets
- Contribute to the development, negotiation and delivery of partnership agreements
- Contribute to the development and implementation of project review and reporting requirements for agreed programs
- Maintain a high degree of confidentiality, tact, diplomacy and discretion

### **Job Specific Accountabilities**

- Provide direction, oversight and strategic leadership of the delivery of partner program intake processes including application review, verifying eligibility, editing, liaising with applicants, completing due diligence reports, ensuring decision letters are issued and reporting forms completed
- Provide collaborative leadership and contribute to the overall development and performance management of the Partner Programs team
- Provide oversight to ensure all necessary program data is appropriately entered, tracked and managed in Northern Development's project database in a timely and accurate manner.
- Work with the CEO and CFO to identify, plan for and mitigate potential enterprise risk associated with partner programs
- Track and account for specific program budgets, administration fees, commitments and disbursements
- Provide leadership and capacity to the Partner Programs team to conduct project follow-up and audits with successful grant recipients and ensure project reporting is effectively disseminated to program partners and the CEO
- Coordinate with Northern Development's finance team, government partners, legal counsel and applicants to oversee the preparation of contracts and funding agreements
- Work with a variety of stakeholders and industry organizations to raise awareness and promote the partner programs in the appropriate geographic locations
- In coordination with the CEO, seek out and develop new opportunities to deliver and manage funds on behalf of other entities for the benefit of Northern British Columbia

### **Job Requirements**

- Formal accounting designation (CPA) with a minimum of five progressive years in finance, banking, public sector and/or financial program administration
- Proven ability to forge and maintain strong working relationships with key stakeholders to achieve results. A collaborative leader with a passion for working collegially with peers and supporting the development of direct reports
- Excellent written and verbal communication skills.
- Excellent presentation skills.
- Strong experience as a professional manager overseeing both people and projects
- Expert knowledge of financial management policies and practices, financial controls, financial management information systems, financial reporting and claim processing, human resources and related provincial and federal regulations and procedures
- Proven ability to study, learn and incorporate new knowledge and information from a broad range of business sectors into the effective management of complex funding programs
- Highly motivated and self sufficient with an ability to work successfully under pressure in a high-performance team environment

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- Demonstrated passion for Northern B.C., its communities, people, history, economic challenges and opportunities

### **Strategic Leadership Competencies**

- Promoting Empowerment involves knowledge and skills in delegation and information sharing to enhance subordinate ownership and empowerment over tasks and performance
- Building Team Orientation involves knowledge and skills in developing group identity, participative decision making, and open and effective communication
- Creating and Managing Change involves knowledge and skills to manage through setting direction and urgency, building a coalition of support, communication, handling resistance to change and the facilitation of successful change actions
- Solving Problems Creatively involves knowledge and skills in fostering creative problem solving in the organization through critical reflection, problem analysis, risk assessment and rewarding innovation
- Building Strategic Alliances involves knowledge and skills to engage in internal and external stakeholder analysis and to negotiate agreements and alliances based on a full understanding of power and politics