



Date of Posting: April 15, 2019

Location: Ottawa, Ontario

Type of employment: Full time

Annual Salary: \$48,000 to \$67,000

Work week: 37.5 hours

End of posting: May 21, 2019

END OF POSTING: May 27, 2019

The Community Radio Fund of Canada (CRFC) is an independent, not-for-profit funding organization that provides support to more than 180 campus and community radio stations across Canada. By providing financial support, the CRFC contributed to the campus and community radio sector's dynamism, promoting resource development and capacity building. It ensures the recurrence, stability and diversification of its funding by working with the sector's stakeholders and by building strategic alliances and innovative partnerships.

Under the supervision of the Executive Director, the Program Manager will be responsible for the strategic management of the CRFC's funding programs and will support management in the development and delivery of strategic projects and initiatives

Responsibilities

- Define and implement the programs' vision and strategic goals to better meet the campus and community broadcasting sector needs and address the various factors that could affect the CRFC—legislation, technological and cultural changes, public and private investments, demographic trends, etc.;
- Make recommendations regarding the current and/or future programs and be involved in the strategic development of the CRFC, following consultations with internal/external partners;
- Conduct an ongoing analysis of the impact of the programs and report achievements to stakeholders.
- Prepare briefing notes, memorandum of understanding, position statement documents and presentations to support the work of the organization;

• Support the Executive Director with the preparation of an annual

- Support the Executive Director with the preparation of an annual budget and operational plan for programs;
- Prepare, update and implement standards, procedures and tools to support the CRFC's funds distribution and facilitate the implementation and use of such tool by funding applicants and funding beneficiaries, making sure all tasks related to the financial contribution management of projects funded by the CRFC are completed, including follow-ups and updates on projects, and;
- Foster strong relationships with members of the campus and community radio sector.
- Any other tasks, if required.

Qualifications

- Bachelor's degree in a relevant field, or the equivalent combination of education and experience.
- 5 years' program management, administration and assessment experience.

Asset Qualifications

- Professional or volunteering experience in the not-for-profit sector
- Knowledge or understanding of the campus and community radio sector
- Experience in strategic partnership geared toward the growth and development of an organization

Required Abilities

- Excellent verbal and written communication skills in French and

English. Mandatory bilingualism.

- Excellent research and analysis skills
- Excellent comprehension of management principles focused on results
- Excellent understanding of budgets and financial statements related to projects
- Capacity to synthesize while paying attention to details
- Organizational and priority management skills
- Independence and resourcefulness
- Ability to work in a team
- Judgment, tact and diplomacy

Terms of employment and benefits

The salary will be defined by the incumbent's number of years of relevant professional experience. The comprehensive benefit plan provided to employees include health and dental care, an employee assistance program and an annual contribution from the employer to the employee's RRSP.

How to Apply

Applicants are asked to submit a cover letter and resumé clearly stating for what position they are applying, by May 24, 2019.

Applications must be sent by email to the following address :

amely@crfc-fcrc.ca

Everyone is thanked for applying, however, only those selected for an interview will be contacted

an interview will be conducted.

Applications that do not include a cover letter will be rejected. Applicants are encouraged to highlight relevant qualifications in their cover letter.

Community Radio Fund of Canada
130, Albert street , suite 606, Ottawa (Ontario) K1P 5G4
Telephone : 613-321-3513
Email : info@crfc-fcrc.ca

The CRFC welcomes applications from a diverse range of candidates including (but not limited to) people from different racialized, linguistic and ethnocultural communities, genders, sexual/gender identities, ages, religions, and those with different abilities.

For more information about the CRFC, please visit our website:
www.crfc-fcrc.ca