



Manager of Programs

Full-time Salaried Position (37.5 hrs/week)

Some weekend and evening work is required.

Compensation: \$45,000 - \$53,000 Annually plus a comprehensive health benefits package

Anticipated Start Date: January 7, 2025

POSTION OVERVIEW

ReForest London is seeking an experienced and strategic Manager of Programs to lead and oversee our diverse range of programs aimed at urban greening, environmental education, and tree propagation. The Manager of Programs will be responsible for the planning, executing, and evaluating programs, ensuring they align with our organizational goals and deliver meaningful impact in the community.

KEY RESPONSIBILITIES

1. Program Leadership & Strategic Planning (40%)

- Develop, implement, and manage a portfolio of programs related to tree planting, seed collection, nursery management, community engagement, and environmental education.
- Ensure programs are strategically aligned with ReForest London's mission and objectives.
- Create and execute program plans, including setting goals, defining milestones, and establishing performance metrics. Continuously assess and adjust programs based on feedback and changing needs.
- Manage program budgets, including forecasting expenses, monitoring expenditures, and ensuring financial accountability.
- Seek and secure funding opportunities to support program initiatives in collaboration with the Advancement team.
- Identify opportunities for program innovation and growth. Stay current with trends and best practices in environmental programming and incorporate new ideas to enhance program effectiveness.

2. Team Management (30%)

- Lead, train, and mentor program coordinators & volunteers.
- Monitor team performance through regular feedback, performance reviews, and goal-setting.
- Provide guidance, support, and professional development opportunities for team members to enhance their skills and performance.
- Delegate tasks effectively, ensuring workload balance and optimal utilization of team member's strengths.
- Support team members in problem-solving and decision-making processes to enhance productivity and innovation.
- Implement team-building activities to strengthen relationships and improve team dynamics.

3. Partnership Development & Community Engagement (10%)

- Build relationships with community organizations, government agencies, corporate partners, and other stakeholders.
- Collaborate on joint initiatives and leverage partnerships to enhance program effectiveness.
- Engage with communities to promote program participation and gather feedback.
- Organize and participate in community events, workshops, and educational activities.

4. Monitoring, Evaluation, and Reporting (10%)

- Implement robust monitoring and evaluation processes to measure program outcomes and impact.
- Analyze data and prepare reports to inform decision-making and demonstrate program statuses.
- Prepare and present program reports, updates, and proposals to senior management, the board of directors, and external stakeholders.
- Ensure effective communication of program goals, progress, and outcomes.

5. Facilities Coordination (5%)

- Assist with scheduling and organizing meetings, events, and conferences held at ReForest London's facilities.
- Maintain accurate records of facility usage, maintenance activities, and vendor contracts.
- Prepare and process purchase orders, invoices, and other administrative documents related to facilities management.
- Coordinate daily operations of ReForest London's facilities, including office spaces, meeting rooms, and storage areas.

QUALIFICATIONS AND ELIGIBILITY REQUIREMENTS

- Post-secondary degree in Environmental Science, Urban Forestry, Arboriculture, Non-profit Management, Public Administration or a related field or relevant experience.
- Familiarity with Ontario trees and shrubs, as well as common invasive species, common pests and/or diseases of the Carolinian forest.
- 1-3 years experience in a supervisory role.
- Works collaboratively with team members and models positive leadership.
- Relevant certifications or advanced education is an asset (e.g. Standard First Aid & CPR, Diploma in non-profit management, Ontario Exterminator Licence, Program Evaluation etc.).
- G class driver's licence with the ability to drive a truck and trailer.
- Experience in program management, with a strong track record of successfully leading and delivering complex programs. Experience in the non-profit sector, particularly in environmental or community-focused organizations, is highly desirable.
- Exceptional leadership and strategic planning abilities. Strong organizational, problem-solving, and decision-making skills. Excellent communication and interpersonal skills, with the ability to engage and inspire diverse stakeholders.
- Proficiency in program management tools, software, and techniques.
- Strong understanding of monitoring and evaluation methods, data analysis, and reporting.
- Ability to lift up to 60lbs and perform physical tasks such as walking long distances, bending, and lifting, as well as working in various weather conditions.
- A deep commitment to environmental sustainability and a passion for advancing ReForest London's mission and values.

Please submit your resume and cover letter to our [webform](#) by 11:00pm on November 3, 2024.