

BLUE DOOR

Title: Manager, Partnerships and Development

Job Status: Full Time 40 hours

Job Region: All Blue Door Locations

Equipment: Computer, telephone, Reliable Vehicle/Valid Driving License/Insurance.

Salary: \$70,000

Blue Door is a not-for-profit registered charitable agency governed by a volunteer Board of Directors. We have been an integral part of our community providing essential emergency shelter services since 1982. Blue Door's mission is to support people who are at risk of or experiencing homelessness to attain and retain affordable housing.

Job Summary

Reporting to the Director of Employment and Expansion, the Manager of Partnership and Development will play a key role in building and strengthening relationships with external partners, lead the development and enhancement of the program curriculum, and support the development and implementation of Construct expansion.

Responsibilities

- Provide leadership by establishing and maintaining effective working relationships with key program partners, funders, and other external stakeholders.
- Coordinate with program partners in York, Peel, and Durham Region, to identify and secure employment opportunities for participants, ensuring alignment with program objectives, and alignment with participant needs.
- Lead the development and enhancement of program curriculum to be delivered in the classroom and on Construct's Online Learning Platform, ensuring content is relevant, engaging, and effective to best support participants in their learning.
- Work closely with external consultants, to conduct longitudinal research and cost saving study, to identify the impact of the Construct program.
- Work closely with the Director to pilot and implement strategies for replicating the Construct trades-based training model in new communities across the country.
- Vet potential expansion partners to identify ideal organizations for collaboration, make strategic recommendations for expansion opportunities, and
- Work with the Director to develop, support, and manage relationships with national partners, ensuring adherence to program guidelines and fostering strong, productive partnerships.
- Proactively identify, evaluate, and lead new opportunities to enhance the resources and support offered to national partners.
- Oversee funding agreements, ensuring compliance with reporting requirements, outcomes, and overseeing budget
- Other duties as assigned.

Respect and Professionalism

- Maintain professionalism in the workplace.
- Working cooperatively alongside and supporting all Blue Door team members and departments.
- Adherence to the mission, vision, policies and procedures of the agency.
- Able and willing to promote harm reduction practices in accordance with core standards.
- Attend internal staff meetings and staff training as required.
- Maintain the confidentiality of all client and agency information.
- Utilizes effective conflict resolution skills in accordance with (Crisis Prevention Intervention (CPI) training.
- Fosters positive and appropriate relationships with clients, colleagues, community partners and volunteers.
- Provides referrals and follow-up as necessary.
- Meets with manager on a regular basis and participates in completion of annual performance evaluation.

Occupational Health & Safety

- All employees are responsible for carrying out work in a way that does not adversely affect their own health and safety and that of others.
- All employees shall learn and understand health and safety policies and procedures and will comply with them.

Qualifications

- Minimum Bachelor of Social Work, Business or equivalent combination of Bachelor level education and experience (preferred)
- Minimum of 2-4 years' work experience in a social service field (preferred).
- Knowledge of social enterprises and its best practices.
- Skilled in providing leadership and direction to individuals and teams.
- Excellent verbal and written communication skills.
- Strong ability to problem solves in conflict and/or crisis situations.
- Knowledge, understanding and promotion of anti-oppressive practices.
- Experience working with vulnerable populations.
- Excellent organizational and time management skills.
- Demonstrated computer literacy including Microsoft Office.
- CPR and First Aid Certified. Crisis prevention training would be an asset.
- Clear Vulnerable Sector Screening police check required.
- Valid Driver's license, reliable vehicle and insurance to travel for work.
- Must be able and willing to work with a flexible schedule.

We are always working towards continued improvements with the hope of creating and fostering a work culture where people want to be and see the impact of their work.

Blue Door is committed to the development of a staff and leadership team that reflects the incredible diversity of the communities we serve. We promote the principles of intersectional anti-racism and anti-oppression and adhere to the tenets of the Ontario Human Rights Code. We both welcome and encourage applications from members of groups with historical and/or current

barriers to access and equity, including Indigenous, Black and racialized people, members of 2SLGBTQIA+ communities, people with disabilities, and people with lived experience of homelessness. Blue Door is a unionized work environment.

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and Blue Doors AODA Policy, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.

All applications will be reviewed as received, and interviews will begin for qualified candidates as soon as possible. The position may be filled before this job posting ends. Only candidates selected for an interview will be contacted. Please submit a cover letter and resume to hr@bluedoor.ca