

JOB DESCRIPTION

Director of Programs and Partnerships

Summary

Reporting to the Chief Executive Officer, the Director of Programs provides oversight on all special projects/programs and initiatives associated with strategic partnerships. This role is primarily responsible for the development and execution of project/program plans and managing day to day project/program activities including administrative functions. This position works closely with the Chief Operations Officer and SCC Directors.

Job Duties

- Develops and executes various project/program plans as identified by the CEO.
- Manages day to day project/program activities including project/program administrative functions.
- Provides oversight on all special projects/programs and initiatives associated with strategic partnerships.
- Maintains relationships with strategic partners associated with SCC projects and programs.
- Works closely with COO on integration of projects/programs and the Saskatchewan Chamber Network.
- Works closely with SCC Directors on ensuring an integration of projects/programs with member services, and SCC events.
- Acts as coordinator between Chamber members requiring Indigenous advisory resources and support, and SCC's Indigenous partner agencies.
- Performs other duties and projects as required by the CEO.

Qualifications & Education Requirements

- Excellent project management skills, with three to five years experience working in a project manager role.
- Previous project management training through the Project Management Institute (PMI). A PMP certification preferred.
- Excellent writing and strong communications skills.
- Proven strong relationship building skills.
- Proven experience and expertise in public speaking.
- Experience in managing project finances.
- Experience in tracking projects and providing regular written and verbal reports.
- Excellent organizational skills and the ability to prioritize and meet deadlines.
- Proficiency in Microsoft Suite and CRM Tools.
- Awareness and knowledge of issues affecting the business community and familiarity with membership-based organizations (an asset).
- Well-informed, persuasive, energetic, self-reliant, self-confident, results oriented and a problem solver.

Working Conditions

- Hours of work are 8:30am to 5:00 p, Monday-Friday.
- Employees have access to a robust benefits package, as well as a matched RRSP program.
- The position requires some attendance at meetings outside of established working hours when necessary.
- The position also may require some occasional travel within the province.

To apply, submit a cover letter and resume to info@saskchamber.com by February 20, 2025.