

Director of Programming & Evaluation St. John's, NL



Founded in 1997, The Newfoundland & Labrador Organization of Women Entrepreneurs (NLOWE) is a non-profit organization that has been supporting and encouraging women entrepreneurs for more than two decades. NLOWE's mandate is simple... provide programs and services that connect and support women within Newfoundland and Labrador to start, grow and advance their businesses.

Director of Programming and Evaluation

Are you a highly organized individual who likes to work with a plan? Do you love data? Are you a talented and persuasive writer who enjoys writing reports that tell a story and celebrate success? Do you enjoy leading a team, listening to innovative ideas, and turning those ideas into action? Do you have a business background? Are you passionate about entrepreneurship? If you answered yes to these questions, NLOWE would like to hear from you!

NLOWE currently has an opening for a Director of Programming and Evaluation. Reporting to the CEO, the director is responsible for managing NLOWE's core business advisory contracts and a team of 8 business advisors. This position is responsible for planning and delivery of Business Advisory Services and Programming for women entrepreneurs throughout Newfoundland and Labrador. Programming includes one on one business advisories, networking events, webinars, and training programs. The director will initiate and set goals for programs based on the organization's strategic objectives. The role of director is also responsible for keeping data current, writing program reports, and, in cooperation with the CEO, liaising with government contacts and community partners in program delivery. The director will work with the senior management team comprised of the CEO and the Director of Administration and Special Projects.

Qualifications

- University degree in business administration or equivalent combination of business education and work experience
- 5+ years in a leadership/supervisory role
- Advanced knowledge and ability with the Microsoft Office Suite
- Experience with data management systems
- Talented writer with demonstrated experience writing complex program reports
- Experience reporting with LAMPPs, ARMS, and ACOA Direct an asset
- Management experience in a non-profit setting considered an asset
- Project management experience considered an asset
- Experience as an entrepreneur considered an asset

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Personal Competencies

- Self Starter – Able to work independently and as part of a team
- Highly organized and able to prioritize competing objectives
- Ability to create and execute workplans
- Highly developed mentorship skills and ability
- Ability to interpret data and generate data driven reports
- Strong written and verbal communications skills
- Excellent knowledge of performance evaluation techniques and key metrics
- An analytical mindset with excellent problem-solving skills

This position is full time, 35 hours per week and is located at our St. John's Office. Occasional evening work required. This is a permanent contract position subject to funding availability. Currently funded to March 31st, 2022 with anticipated extension. NLOWE offers a competitive compensation package with medical benefits and generous annual leave.

If you would like to apply for this position, please email Judy Raske at jraske@nlowe.org. Please include your resume, 3 references, and a writing sample (preferably a report).

We thank all those who apply. Only those selected for an interview will be notified. No phone calls, please.