



Malvern Family Resource Centre

90 Littles Road, Scarborough, ON M1B 5E2

mfrc.org

Program Director

About Us

Malvern Family Resource Centre (MFRC) is a multi-service agency providing impactful, high-quality and accessible programs and services to children, youth, newcomers, families and seniors across North East Scarborough. MFRC also leads a Malvern Urban Farm initiative and centres inclusion, diversity, equity and accessibility across all of its programs and services. MFRC is embarking on a new strategic planning process in late 2022. Learn more at mfrc.org

The Opportunity

MFRC is seeking a strategic, dynamic leader with a growth mindset and high level of integrity to lead our Programs team. You lead by example and understand the diverse needs of the Malvern and Scarborough communities. You are an individual with a track record of developing, funding, and driving accessible and high-quality programs for a wide range of community members. You excel at building cohesive and mission driven teams and supporting them to succeed. You enjoy building and overseeing management systems that maximize program impact, participant engagement, staff satisfaction and budget utilization.

You will oversee the co-creation of programs and services with residents, staff and community members and see the impact of your role on the lives of children, youth, newcomers, seniors, and families across Malvern. This opportunity comes at a time of exciting change and transition at MFRC.

Program Director Responsibilities

- Play a significant role in the development of MFRC's new strategic plan and corresponding annual plans
 - Provide mission-driven and collaborative leadership to the programs team while creating and fostering a positive team environment, promoting respect, inclusiveness, open communication, equity and collaboration
 - Coach, mentor and support program team members to thrive
 - Lead in the development, planning, implementation and evaluation of a holistic portfolio of high quality programs and services that respond to community needs and are in accordance with MFRC's mission and strategic plan
 - Drive the identification, engagement, writing and submitting of funding proposals in-line with MFRC's annual and strategic plans
 - In collaboration with the management team and staff, develop program evaluation frameworks and tools to assess the effectiveness of programs and services
 - Engage with current and future MFRC members to understand community needs and incorporate learnings into program design and funding applications
 - Drive program partnerships and collaborations with other local agencies and community hubs
 - Work closely with the management team to develop, monitor and fully utilize annual and donor-specific budgets
 - Cultivate authentic and trusted relationships with residents, and community and business leaders and actively participate in community engagements
 - Together with MFRC's Executive Director, utilize the agency we earn by providing frontline programs and services to advocate for policy change that improves the lives of residents and community
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Qualifications, Skills and Personal Characteristics

- 5 – 7 years senior level experience in the Community Service field with responsibility for program design and implementation and staff development and mentorship
- Degree in field related to a Malvern Family Resource Centre programming area or equivalent work experience
- Knowledge of issues facing children, youth, newcomers, seniors, women and families in Scarborough and an openness to immersing yourself to fill knowledge gaps
- Strong proposal writing, budgeting, reporting, analysis and negotiation skills
- Proven track record in engaging with public and private stakeholders
- Non-profit change management experience will be considered an asset
- Strong presentation, written and verbal communication
- Team and people-oriented work style and ability to thrive in complexity
- Ability to think strategically, communicate effectively and foster teamwork
- Ability to develop and maintain high level strategic partnerships
- Well-honed organizational and time management skills
- Passion for community development, a commitment to social justice and to supporting MFRC in becoming an anti-racist organization

Supervises:

Manager, Community and Family Programs and Services (1)

Children's Programs and Services Manager (1)

Youth Manager (1)

Compensation: \$70,000 – \$85,000 + benefits, paid sick/wellness days, vacation, and other paid time off

Closing Date: Rolling until filled

Please send cover letter and resume by e-mail to Josh Berman at jberman@mfr.org as one document with the subject line of the email and the attachment as: First Name_Last Name_Program_Director in pdf format. All applicants are thanked in advance for their interest, however, only those selected for an interview will be contacted. Please be advised that successful incumbent will be required to undergo a vulnerable sector screening as a part of the final step in the hiring process.

MFRC is an equal opportunities employer. We embrace diversity and are committed to becoming an anti-racist organization. Our goal is to attract and retain highly talented Black, Indigenous, and people of color from diverse backgrounds, allowing the Malvern community to benefit from a wide variety of experiences and perspectives that will shape our programs and services.

If you are contacted by MFRC regarding a job opportunity and need accommodation through the hiring process, please contact us at aoda@mfr.org. This address is for accommodation inquiries only.

As a frontline multi-service agency, this position will require regular in-office presence. MFRC has an existing COVID-19 vaccine policy. All existing and new staff must be able to show proof of having at least two doses of an approved COVID-19 vaccine.

Finally, figuring out where you want to work is a big decision and we want you to have the opportunity to do your due diligence. We will welcome questions during the recruitment process, you can also expect to talk to current staff about their employment experiences and check the references of your planned supervisor. If you do not have all the qualifications listed, but you think the job is perfect for you, we want to see your application.
