

Program Manager, OINP

About Toronto Business Development Center

The Toronto Business Development Centre (TBDC) is Canada's first business incubator that has helped 9,000 local and international entrepreneurs succeed for more than three decades. TBDC targets international entrepreneurs that are looking to build businesses in Ontario.

As a non-profit that seeks to drive value, TBDC continues to look for opportunities to help entrepreneurs establish, grow and scale by enhancing its suite of resources and business services that aids high-potential entrepreneurs to go-to market and scale.

TBDC has recently launched an initiative, OINP Entrepreneur Success Initiative, where global entrepreneurs will be recruited from around the world and supported through the application process. In collaboration with external partners, key stakeholders and a team of qualified personnel, TBDC will be looking to recruit 100 entrepreneurs from around the world to immigrate to Ontario and support job creation initiatives.

The OINP Entrepreneur Success Initiative is offered by TBDC to help prospective immigrant entrepreneurs identify business opportunities in Ontario. Through the ESI, TBDC also helps connect Ontario business owners who are looking to sell their companies to experienced international entrepreneurs.

About the Role

We are searching for a highly-skilled and agile manager to contribute to TBDC's growth and ensure excellent program delivery. We are looking for a dynamic and resourceful individual to lead the project team in the execution of this new pilot initiative. By exercising their knowledge in service design, and project and change management, the incumbent will apply a variety of methodologies, frameworks, and tools to ensure their diverse and interdisciplinary teams can successfully navigate ambiguity and expedite decision making.

This position will be responsible to develop and manage this new unit in TBDC to ensure the successful implementation and delivery of all contract deliverables, within budget and on time. The successful candidate will be a leader that will be able to support the people and motivate them along the way.

Key Responsibilities:

- Plan, coordinate and supervise the development and implementation of the OINP-ESI
- Be accountable for delivering project milestones on-time and on-budget while meeting a high standard of quality and by delivering on the customer's requirements.
- Maintain an effective relationship with the key government stakeholders and maintain clear, consistent communications.

- Supervise and hold accountable multi-functional teams including business development, marketing, partnerships, and client management.
- Ability to effectively manage individuals who do not directly report to them.
- Project administration, document evaluation, scheduling and coordination across timelines.
- Ability to solve problems in an agile, pilot project environment without rigid lines of authority.
- Present at conferences, seminars and meetings on behalf of the initiative and engage key stakeholders meaningfully.
- Conduct research and develop a thorough understanding of the Program and related requirements, analyze data and provide insightful reports and recommendations to Senior Management.
- Work with the business development team and marketing team to execute a regional focused strategy to ensure effective domestic partnerships are formed and maintained, community events are held, and relationships with stakeholders are developed /maintained.
- Work closely with an international business development and marketing team to monitor a multinational strategy to ensure effective international lead generation, partnerships, and client acquisition.
- Ensure project records and CRM are accurately maintained and kept up to date.
- Establish and maintain processes to manage scope over the project lifecycle, setting project quality and performance standards, and assessing and managing risk within the project.
- Manage client relationships to ensure high-quality customer service is delivered.
- Detailed tracking and monitoring of the budget in conjunction with the Project Team.
- On-board and manage all vendors and scope of work for contractors and consultants.
- Monitor and assign resources appropriately to streamline project efficiency and maximize deliverable outputs.
- Report project outcomes and/or risks to the appropriate management channels as needed, escalating issues as necessary based on project work plans.
- Other duties as assigned

Qualifications and Skills:

- Preference will be given to Canadian experience in the Non Profit/Economic development/International Trade vertical, handling Government/Ministry relations.
- Bachelor's degree in science, business, or a related field. Preference will be given to those with an MBA or equivalent.
- 5+ years of program management or nonprofit management experience
- 5+ years of project management experience
- Project Management Professional (PMP) certification will be considered an asset.
- Strong understanding of financial management and ability to manage budgets.
- Proven ability to motivate and align teams to work towards common goals.
- Strong written and verbal communication skills coupled with excellent presentation and facilitation skills.

- Strong familiarity with project management software tools, methodologies, and best practices.
- Experience seeing projects through the full life cycle and ability to complete projects according to outlined scope, budget, and timeline.
- Strong analytical and problem-solving skills, with ability to find solutions, evaluate options, and expedite decisions.
- Collaborative leader, with the ability to guide and coach in a multidisciplinary team environment.
- Ideally should have managed remote teams in different time zones
- Extensive experience in successfully managing government contracts, with a deep understanding of the unique regulatory requirements, compliance standards, and reporting procedures involved in such contracts.

Job Type: Contract, 12 months

Employment Type: Salaried

Schedule: Monday to Friday, 9AM – 5PM

Work: Hybrid Model

Benefits: Yes

To Apply:

Resumes should be sent to Hr@tbd.com