



Grassroots Innovation
Since 1939

JOB DESCRIPTION

Title: **Director of Programs**
Type: Full-Time (36¼ hours/week)
Reporting to: Executive Director
Location: 1-367 Woodlawn Road W., Guelph, Ontario

The Ontario Soil and Crop Improvement Association (OSCIA) is looking for a passionate, driven, and experienced leader to join the Program Operations team as the Director of Programs.

OSCIA has established itself as a leader in agricultural stewardship program delivery for more than 30 years, working with stakeholders ranging from governments to farmers to support environmental stewardship activities through education-based programs and cost-share funding opportunities. We are a not-for-profit farm organization whose mission is to facilitate responsible economic management of soil, water, air and crops through development and communication of innovative farming practices. Our membership has a significant presence in all agricultural areas of the province and across all major sectors.

OSCIA offers a competitive compensation and benefits package. The salary offered will fall within a predetermined range and will be commensurate with experience.

Responsibilities:

- Oversee the program delivery operations at OSCIA including government liaising, program development, delivery and tracking, team leadership, and working with farm clients.
- Work with all senior staff to coordinate program planning and development with other Association activities that best utilise the collective skills of staff resources and resolve issues raised by clients.
- Direct the effective acquisition, development, delivery, reporting, forecasting and evaluation of programs to ensure objectives are delivered on time and on budget. This applies to educational opportunities and the associated funding assistance programs for producers.
- Develop program budgets and administer approved amounts and ensure compliance.
- Supervise all staff within the department assisting with staff recruitment, coaching and evaluation.
- Oversee the processing of program cost-share application and final claim review to ensure compliance with program terms and conditions.
- Ensure effective quality control measures are in place to optimise accuracy and efficiency of application review and claim adjudication and to ensure program delivery complies with the terms and conditions of delivery agreements.
- Develop appropriate evaluation frameworks that will contribute to continuous improvement in program design and delivery capabilities. Review the analysis and prepare reports.
- Contribute to the design of resource materials in conjunction with other departmental needs as required.

Job Description – Director of Programs

- Manage day to day interactions with government program administrators and outside bodies including reporting.
- Direct engagement in new program constructs and negotiation of delivery agreements.
- Develop, track, and report key performance indicators for the department.
- Preference given to individuals with experience working in agrifood organisations with knowledge of best management practises of soil, air, water and crops.
- Some travel is required.
- Other duties as assigned.

Qualifications/Experience:

- Technical knowledge one or more of subject matter that may include soil health, water quality, greenhouse gas reduction and climate change adaptation, species at risk and biosecurity.
- This position requires an experienced team leader and manager with a proven track record of effectively managing change in a dynamic environment.
- A post secondary degree in related fields (e.g. natural resource management, agriculture, soil science, biology, agronomy, agricultural biosecurity) is required. A graduate degree in a related field is considered an asset.
- Knowledge and experience working in the agricultural sector or environmental sector is required.
- Minimum of ten years experience in a related field that involved directly managing people, program development and evaluation.
- Technical knowledge of best management practises commonly used in Ontario agriculture such as soil health management and cropping.
- Advanced education, training, and experience in adult learning techniques and program evaluation would be an asset.
- Exceptional communication skills with experience in all aspects of MS Office Suite.
- Team player with a positive and collaborative attitude and demonstrated ability to work with many industry partners.
- Previous work in the not-for-profit sector is an asset.
- Valid Ontario Class “G” driving license.

Working Environment

- Hybrid work environment - must be in office (Guelph) at least two days per week with an ability to work remotely up to three days a week. Number of days in office subject to evaluation by Executive Director.
- Must be flexible to travel in Ontario and have a willingness to work outside of normal office hours, when required (events, meetings etc.).
- Must be able to manage frequent interruptions and multiple tasks daily with seasonal higher volumes of work based on program intakes, claims periods and fiscal year ends.

Utilizing your cover letter, tell us who you are beyond your previous work experience and education defined in your resume including any other applicable skillsets you may possess that make you a suitable candidate for this role with the OSCIA.

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Please submit your resume and cover letter by March 15th, 2024, to careers@ontariosoilcrop.org

OSCIA offers competitive compensation and is an equal opportunity employer. OSCIA offers a blended work week that allows for a minimum number of days in our Guelph office, but also the equipment and support to work remotely for a set number of days each week.

We thank all applicants for their interest in advance, but only those candidates under consideration will be contacted.