

Project Manager

A seasoned project manager is being sought to lead a community based feasibility and research project. The project manager will be charged with the task of determining the financial and operational feasibility of developing and operating a social enterprise facility in Greater Sudbury.

The ideal candidate will bring the following skills and abilities to this demanding and exciting project,

1. Exceptional written and oral communication skills
2. In-depth knowledge of Greater Sudbury's business, not-for-profit and political institutions and structures
3. Strong business knowledge, with an emphasis on the, development and operation of not-for-profit governance structures that are accountable, efficient, self sufficient and transparent
4. Ability to develop lasting and strategic partnerships with community stakeholders
5. Ability to work with multiple partners from the private, not-for-profit and government sectors
6. Ability to work with volunteers and a volunteer board to ensure an inclusive, participatory and transparent research and decision making process
7. Ability to meet tight time lines, in a fast paced, results driven work environment
8. Ability to prepare government and private sector funding submissions and required reports
9. Strong computer skills, with an emphasis on Microsoft Office Suite programs
10. Ability to work with minimal supervision
11. Ability to see challenges as opportunities and use community and personal resources to propose innovative and *out of the box* solutions to project challenges and opportunities

The ideal candidate possesses a post-secondary degree in business with a minimum of ten years of project management experience. Salary for this one year contract will be commensurate with the successful candidate's education and experience. This position is dependent upon final approval of funding submissions.

Through extensive community consultations and a pre-feasibility study, a need for the development of a multi-use *community space* in Greater Sudbury has been identified. Currently, the city does not have a facility that can meet a broad range of user needs including, but not limited to, hosting trade shows and conventions, special community events and fundraising activities, and live performances, that can accommodate a minimum of 1,000 guests. For more information about the project, see www.sudburysynergyproject.ca.

The Sudbury Community Foundation (SCF) is overseeing the feasibility stage of this project. SCF looks at the long term view of our community enabling it to dig deeper into critical urban and social issues, so we can inform our donors, grantees, and stakeholders of emerging social needs, new leadership opportunities, and promising new partnerships with existing and emerging coalitions. SCF is committed to supporting leadership projects that help build a stronger, more sustainable community and charitable sector.

Please email your cover letter and resume by January 31, 2012 to carmen@sudburycf.ca

We thank all applicants for their interest but only those candidates selected for an interview will be contacted.