

## Job Posting

### Director of Project Management

#### The Sinneave Family Foundation (Sinneave) – Background

The Sinneave Family Foundation is an operating foundation committed to a future where autistic adults live, learn, work and thrive and realize their desired futures. We work to reduce barriers and enhance opportunities for autistic youth and adults. Sinneave operates The Ability Hub in Calgary as an inclusive centre for innovation, learning and connection.

#### Job Snapshot

Sinneave is recruiting a full time Director of Project Management. This role oversees larger scale internal and external projects and supports Sinneave staff through the entire project life cycle (initiating, planning, executing, monitoring and closing). The incumbent is accountable for project stakeholder engagement, contract management, expenditures, deliverables and reporting requirements. The incumbent also leads the data management team and works closely with the Director of Innovation and Evaluation and the Director of Learning and Connection to capture and analyze data that meets all reporting requirements, evaluates programs and services (including those in the innovation development cycle) and helps to tell Sinneave's story through generated evidence.

This is a full time position and pay is commensurate with job requirements and experience within a scale. Qualifications will be taken into consideration.

#### Qualifications:

- Masters level degree in a relevant field, preferably business, information/systems management, or leadership.
- Minimum 5 years' project management experience, including successful supervisory experience.
- Experience in data and information management.
- Proficiency in technical applications supporting virtual meeting environments.
- Excellent interpersonal, oral, and written communication skills.

#### Accountabilities:

##### Project Management:

- Maintains an overarching knowledge of Sinneave strategic objectives and operational activities to ensure projects align with priorities and are within operational capacity.
- Leads proposal development and/or call for proposal responses for projects of interest.
- Acts as the Sinneave primary point of contact for large scale projects.
- Develops and oversees planning processes to explore new ideas and to facilitate the development, review and authorization of project charters that define the project objectives, expected results, deliverables (governance plan, risk assessment,

communications plan, work plan, resource plan, evaluation plan, data management and reporting plan), scope, timelines, sources of funding and budget.

- Proactively leads projects and, in collaboration with Executive, manages contracts, provides oversight of expenditures and human resources allocated.
- Directly oversees and acts as a resource to staff executing defined projects, including the monitoring and management of scope, schedules, communications and procurements, the assignment of work tasks/activities, and the oversight of stakeholder engagement, internal teamwork and deliverables.
- Monitors progress and makes adjustments as needed to support project success.
- Provides timely, professional and accurate project updates to executive sponsors, project partners, community agencies, government bodies and contracted resources.
- Co-develops and implements plans with relevant teams to foster the exchange of information and learnings between external and internal partners using a variety of methods and tools.
- Makes recommendations to strengthen Sinneave's ability to execute complex high profile projects successfully now and into the future.

#### **Data Management:**

- Maintains an overarching knowledge of Sinneave strategic objectives and ensures that data projects and data collection efforts support measurement and evaluation goals.
- Directly oversees and acts as a strategic and technical resource to staff working in data management, including the identification of staffing needs, evaluation and training.
- Oversees data lifecycle activities including planning and requirements gathering, database development, data collection, data analysis and information dissemination.
- Leads data to knowledge cycles and the delivery of reports and graphics that are visually appealing, clear and concise to share with relevant audiences.
- Analyzes Sinneave's data initiatives and projects for inefficiencies and other factors that may affect proper data collection, storage and dissemination and suggest solutions for improvement.
- Proactively considers current and future data management requirements and recommends to Executive, the technical and human resources necessary to strengthen Sinneave's data to knowledge cycles.

#### **Other Accountabilities:**

- Provides direct supervision and support to staff and contractors engaged in project management, data management and knowledge mobilization.
- Conducts team meetings and implements strategies to maintain effective communication amongst team members.
- Demonstrates professional maturity, critical thinking and proactive problem solving.
- Identifies and participates in professional development and training.
- Brings forward any potential conflicts of interest or risks, to the Chief Operating Officer.
- Collaborates with communications and marketing to support high quality knowledge mobilization consistent with the Sinneave brand and approach.
- Other tasks and projects as required.



Sinneave is an inclusive employer that is open and flexible in its thinking and approach to recruiting. We encourage all qualified candidates to advise us of their particular needs or preferences as it relates to the interview and assessment process for this role.

Please send applications electronically to:

**Norm Lepitre**, Director of Administration and HR

[Norm.lepitre@sinneavefoundation.org](mailto:Norm.lepitre@sinneavefoundation.org)

Or by mail or fax to:

The Sinneave Family Foundation

Suite 300, Child Development Centre

3820 - 24 Ave NW

Calgary, AB T3B 2X9

Fax (403) 284-9298

[sinneavefoundation.org](http://sinneavefoundation.org)

**Application Deadline:** When the position has been successfully filled.