



Manager, Programs

BGC Canada is growing, and as a result, we are seeking a fulltime, 12-month contract, **Manager, Programs** to join our Club Services team. Reporting to the Senior Manager, Programs, this role serves as the primary relationship manager for grant portfolios funded by a variety of partners, including, but not limited to, government, corporations, etc. The Manager, Programs will work on a range of programming within the BGC Canada program portfolio but will have a main project dedicated to the development of a new program dedicated to digital safety.

About BGC Canada (formerly Boys and Girls Clubs of Canada)

For 125 years, BGC Canada has created opportunities for millions of Canadian kids and teens. As Canada's largest child and youth-serving charitable and community services organization, our Clubs open their doors to young people of all ages and their families at over 650 locations nationwide. Positive relationships. Essential programs. Opportunity changes everything. Learn more at bgccan.com and follow us on social media @BGCCAN.

About the Role

The Manager, Programs is responsible for managing a portfolio of programs that meet the specific needs of our member Clubs. Areas of activity include grant and program management, report writing, program reporting and evaluation, and financial monitoring. In addition, the Manager, Programs will work with other BGC staff on application/proposal development, training related to BGC Canada programming and initiatives, as well as ongoing support to Clubs.

Specific responsibilities for this role:

- In collaboration with subject matter expert(s), develop new digital safety resources that will be implemented in Clubs in the fall of 2026.
- Develop content in accordance with BGC Canada's Vision, Mission, Core Values, and the Model for Success (our theory of change).
- Work in a collaborative team environment to enhance service and support to Clubs and create innovative, high-quality programming.
- Create a positive work culture while providing programmatic guidance, training, monitoring, and support to local Clubs to ensure quality program implementation in compliance with funded objectives and desired outcomes.
- Utilize relational database to manage BGC Canada and Club-facing grant portfolios, maintain contact information, and track action items and reporting requirements. Coordinate events, trainings, webinars, and initiatives for Club staff as required to ensure high-quality, intentional programming and excellence.

Minimum requirements:

- Minimum of ten (10) years of project management and program experience, preferably in a not-for-profit context.
- Financial management experience, specifically government BDTs, contribution agreements, as well as corporate contracts with high-level reporting requirements.
- Formal post-secondary education in Human/Social Services or Business Management.

- Experience working with all types of funding partners, including government, corporate, etc.
- Possesses excellent writing, editing, and interpersonal skills. Communicates effectively with people from diverse backgrounds and experiences.
- Able to receive and give supportive feedback to foster equity and inclusion in working relationships.
- Demonstrated experience in results-based project management and program evaluation.
- Strong organizational skills, and time management.
- Experience managing large budgets and reporting on contracts.
- Experience working with fund development teams and corporate partners effectively.
- Strong written and verbal communication skills.
- A service orientation with a genuine desire and commitment to help your colleagues, partners, and communities.
- Has proven experience innovating new and emerging programs and initiatives to meet the changing needs of children, youth, and families.
- Ability to work on a computer for long periods and concentrate, which will require attention to detail and high levels of accuracy.
- A 'can-do,' collaborative attitude, willing to take the initiative on tasks and assignments.
- Willingness and ability to learn new technical skills and related concepts.

Our Ideal Candidate

- Experience in creating innovative and engaging digital content for learning management systems and online learning environments.
- Experience with the development of resources related to technology use and online safety.
- Facilitation experience and the ability to create engaging training and webinars for both youth and adult audiences.
- Youth engagement and youth programming experience.
- Knowledge on trauma-informed and relationship-based approaches.
- Written and oral French (preferred) and English fluency.

Hybrid Working Environment

The successful candidate can work remotely outside Toronto, Ontario; if in Toronto, they will be expected to work in a hybrid model or full-time out of the national office. When working from home, the incumbent must have a space where they can work comfortably and focus on their tasks. BGC Canada will provide the necessary technology required to get the job done.

How to Apply

If you find this position description interesting and believe your skills and experience align, we encourage you to apply! Please email dreis-binne@bgccan.com and include a cover letter and resume.

BGC Canada is committed to providing an inclusive workplace that embraces diversity, values differences, and supports the full participation of all employees. We welcome applications from racialized persons/persons of colour, Indigenous persons, persons with disabilities, 2S & LGBTQIA+ persons, and other persons from diverse backgrounds. Upon request, we offer accommodations to applicants with disabilities throughout our hiring process.

We thank all applicants for their interest. However, only those under consideration for the role will be contacted.

The starting salary range for this position starts at \$70,000. Placement within the range is commensurate with experience.

Application Deadline: November 24, 2025