



Manager, Training & Development
Full time, salaried, 37.5 hours/week

Reporting to the Executive Director, the Manager, Training & Development anticipates and understands the sector's needs by researching sector trends and builds partnerships with funders, community groups and facilitators to develop and carry out an annual schedule of outreach, youth programming and training using various delivery formats.

Duties and Responsibilities:

Training Program Management & Development:

- Plans, manages, and evaluates the delivery of the annual training calendar and all group contract training
- Develops or arranges development and updates of training to meet sector needs
- Develops diverse partnerships and collaborations with not-for-profit organizations and other training centres across the province to enhance the delivery of Volunteer Manitoba's training services
- Builds and maintains an inventory of speakers, facilitators and consultants with expertise in the non-profit sector by networking and conducting outreach
- Promotes training services and Volunteer Manitoba in the community
- Works closely with the Communication department to keep all print and online information current
- Assists in development of promotional materials as necessary
- Works closely with the Training subcommittee
- Facilitates training in core topic areas including Board governance, volunteer management and operational management as required
- Creates and manages facilitator and training contracts
- Recruit, onboard, and evaluate training facilitators

Community Outreach

- Assists with seeking out potential funding opportunities, writes proposals and maintains existing funding partnerships.
- Manages Volunteer Manitoba's Youth Program and Board Connect Program and ensures the completion of all funding requirements and reporting of the programs.
- Plans, implements, and manages Volunteer Manitoba's participation in community events, trade shows, conferences, etc.
- Manages community outreach presentations and activities (classroom, seminars, conference presentations, trade shows).



Qualifications:

- 2 – 5 years' experience in the areas of:
 - Adult learning, training, and development
 - Program management in a not-for-profit setting
 - Staff supervision
- Post-secondary degree or diploma in business, adult education, human resource management, community development or related field, or equivalent education and experience.
- Valid driver's license and access to a vehicle

Skills:

- Strong research, trend recognition and innovation skills
- Well-developed analytical and problem-solving abilities
- Proficient at creating plans, meeting deadlines and multi-tasking
- Strong commitment to superior service, organizational growth, stakeholder relations and financial accountability
- Expert team member who values all Volunteer Manitoba human resources including volunteers
- Ability to develop and maintain partnerships with diverse community stakeholders
- Proficient using online tools, applications, and platforms such as Zoom, MS Teams, One Drive, and Jotform

NOTE: The above is a summary of the range of responsibilities for this position and is not an exhaustive list of all duties. Duties may change, with new responsibilities being added which appropriately fall within the parameters of this role and are consistent with the qualifications and decision-making responsibilities of this position.

How to Apply

Please submit a cover letter and resume to tracy.douglass@volunteermanitoba.ca by April 5, 2021.