



The Centre on Philanthropy

The Centre on Philanthropy (CoP) facilitates innovative, flexible and practical solutions that address the needs of Bermuda's Third Sector.

We are looking for a dynamic, committed and community-minded individual to join our team as:

## Programme Manager

The Programme Manager is a vital member of our team having responsibility for the development, delivery and evaluation of our core programs including; the Centre on Philanthropy's Training & Education Platform, Volunteer Programmes and other programmes that fit CoP's mission and meet member requirements.

### **Specific Responsibilities include:**

- Manage the CoP's Training & Education Platform
- Manage overall programme, service, resource, and tool development and execution, in order to best support CoP mission pillars and strategic roadmap
- Develop annual programme plan (including curricula, calendar, budget, resource requirements, etc.)
- Manage and oversee the work of the Programme Coordinator, Volunteer Coordinator, Help Desk
- Ensure continuous improvement of programmes through the design, execution, and reporting format and schedule, guided by the CoP's measurement dashboards
- Provide the CoP members with specific consulting services that can generate further income for the CoP
- Lead the development and management of the onsite Resource Centre and online Knowledge Centre
- Support programme marketing, sponsorship and membership programmes
- Oversee the development and delivery of various annual major volunteer events

### **The successful applicant should possess:**

- A Minimum of three (3) years' work experience in a project management role
- Proven experience in programme development (preferably in education)
- Demonstrated experience in developing comprehensive work plans and budgets
- Excellent presentation, facilitation and communication skills
- Ability to multi-task and work under pressure in a busy environment
- Expertise with Microsoft Word, Excel and PowerPoint
- Bachelor's degree in a related field such as business management, human services would be an asset

Persons applying should be prepared to undergo an initial voluntary orientation programme before commencing this full-time position.

**Applications should include:** A cover letter and resume; a short essay, no less than 500 words, explaining the benefit to the community of The Centre on Philanthropy; three letters or contacts for references.

**Send to The Centre on Philanthropy via:** email - [info@centreonphilanthropy.org](mailto:info@centreonphilanthropy.org); or hand delivery - Ground Floor, Sterling House, 16 Wesley Street, Hamilton HM 11; or mail - PO Box HM 3217 Hamilton HM NX

**DEADLINE: August 16th, 2013**