

Program & Growth Manager (Regina)

About WESK:

Women Entrepreneurs of Saskatchewan (WESK) has proudly supported Saskatchewan's women entrepreneurs since 1995. As a distinguished non-profit, membership-based organization, we are dedicated to providing essential resources and opportunities to women entrepreneurs, including business advising, financing, networking, and educational programs.

The mission at WESK revolves around bridging the gender entrepreneurship gap by empowering women through economic and social avenues. With a firm commitment to gender parity, the organization envisions a future where all Saskatchewan entrepreneurs, regardless of gender, have equal opportunities to achieve remarkable success and recognition.

Though our primary locations are in Saskatoon and Regina, the services offered are readily accessible across the entirety of Saskatchewan. We exist to serve the needs of women entrepreneurs at every stage of their business journey, be it inception, growth, or expansion.

We may be a small team, but our commitment to assisting women entrepreneurs across Saskatchewan is unwavering. Our size allows us to be agile and responsive to the unique challenges and opportunities that arise in our day-to-day. In our non-profit environment, teamwork and collaboration are at the heart of our approach. Team members come together with a shared dedication to our cause, working in harmony to address the evolving needs of women entrepreneurs.

We are looking for a full-time Program & Growth Manager in Regina. Reporting to the CEO, this position is responsible for overseeing the design and delivery of programs and training aimed at supporting women entrepreneurs throughout Saskatchewan. This role plays a crucial part in WESK's efforts to enhance its impact and ensure the fulfillment of its commitment to providing entrepreneurs with the necessary programs and training at every stage of their journey. Beyond program and training management, the Program & Growth Manager cultivates significant relationships within the entrepreneurial ecosystem, actively seeking collaboration opportunities. In some cases, collaboration involves presenting proposals that align WESK with federal and provincial initiatives. Furthermore, the Program & Growth Manager leads an internal team within WESK and manages relationships with external stakeholders and suppliers. As a member of the senior leadership team, this role works closely with the CEO to identify, develop, implement, and oversee both new and existing strategic initiatives.

Responsibilities:

- Strategize, develop, and manage effective training, programming, and special projects including, but not limited to:
 - WESK's online learning platform (WESK Learn)
 - Workshops and webinars

- Specially funded training programs
 - Saskatchewan Women Entrepreneurship Charter
- Oversee and support the program team, including external support contractors:
 - Program Lead(s)
 - Program Coordinator(s)
 - Contractors
- Accountable for program management including, but not limited to:
 - Scope management (objectives, outcomes, scope creep, project complexity, etc.)
 - Resource management (team, hardware/software, etc.)
 - Time management (Gantt chart, critical path(s))
 - Financial management (budgeting, forecasting)
 - Reporting (evaluations and assessments)
 - Quality control
 - Legal and compliance (adhere to regulatory requirements and mitigate potential risks)
- Monitor, track, and actively manage the overall departmental budget and financial forecasts.
- Participate in the development of new strategic initiatives and oversee/support implementation.
- Identify and foster funding and partnership opportunities and develop proposals.
- Lead program-specific market research to ensure WESK is addressing the needs of women entrepreneurs.
- Stakeholder engagement which includes: all levels of government, support organizations, ecosystem partners, and funders.
- Participate in annual strategic planning and manage the implementation of the identified goals and priorities.
- Monitor the status of entrepreneurial-focused initiatives and opportunities and provide monthly updates.
- Collaborate in the development of organizational key performance indicators and track progress.
- Collaborate on improving processes, policies, innovation, and technology in support of organizational goals.
- Participate in senior leadership meetings and decision-making.
- Participate in at least one strategic priority sub-committee (specifically Equity, Diversity, and Inclusion).
- Attend and participate in WESK Board meetings.
- Represent WESK on external committees and initiatives as required.
- Represent WESK at community and business events.

Experience:

- Post-secondary degree/diploma in business or related discipline.
- Experience managing a team.
- Experience in developing and nurturing stakeholder relationships.
- Experience in program management.
- Experience in managing budgets and forecasting.
- Effective interpersonal and communication skills.
- Effective computer skills (MS Office).

Skills:

- **Mission- driven:** have a desire to make a positive impact for women entrepreneurs in Saskatchewan.
- **Communication:** work effectively in a team and communicate clearly and respectfully with colleagues, clients, partners, and stakeholders.
- **Collaboration:** build and maintain positive and productive relationships with colleagues, clients, partners, and stakeholders by consistently demonstrating a commitment to collaboration, inclusivity, and trust.
- **Adaptability:** adapt to changing priorities, processes, technologies, and client needs.
- **Planning and organization:** manage priorities, set objectives, and meet timelines.
- **Resourcefulness:** be creative in finding solutions to problems.
- **Attention to detail:** focus on all areas of a project or task to produce consistent, high-quality, accurate work.
- **Accountability:** be accountable for actions, decisions, and outcomes.
- **Confidentiality:** act with integrity and protect client information.
- **Personal leadership and initiative:** display a proactive approach to work, take the initiative to identify opportunities for improvement and take on new challenges.
- **Solution-focused:** actively cultivate innovative solutions when addressing challenges.
- **Leadership proficiency:** demonstrate exemplary leadership by embodying qualities such as change embracement, emotional intelligence, adaptability, fostering collaborative teamwork, promoting engagement, and practicing thoughtful communication.

Compensation and benefits:

- Salary range: \$70,000 to \$80,000.
- Robust employer contributed benefits package (health, vision, dental) and RRSP.
- Free parking.
- Hybrid position: work from home on Mondays and Fridays and everything you need to work from home.
- Access continuous professional development through training opportunities, networking, and learning from entrepreneurs across Saskatchewan.

At WESK, we hope to create an environment where everyone feels safe, respected, and included. To reinforce our efforts, we have implemented an assessment tool that evaluates our performance in areas like recruitment, leadership, client services, and community involvement. We strive to ensure equity, diversity, and inclusion are deeply integrated into our decision-making processes, policies, and daily interactions.

To apply:

If you enjoy a collaborative work environment, where you directly impact client success, please email your resume to Amanda Parkinson, at: aparkinson@wesk.ca by midnight on Tuesday, November 14, 2023. Only candidates selected for the interview process will be contacted.