

CHANGE INITIATIVES AND PARTNERSHIPS MANAGER

ABOUT US

viaSport is a non-profit organization that believes in the power of sport to impact communities and lives across British Columbia. We support BC amateur sport organizations to create experiences that are safe, inclusive and meaningful. Through social innovation, we strive to improve access to sport, strengthen the eco-system, and inspire communities with research, program development, education, evaluation, and fund development.

As a small and passionate team located in downtown Vancouver with an operating budget of approximately \$2M, we manage government's \$15M investment in sport and are dedicated to scaling the impact of sport in the province and beyond. As a key driver of this important work, our team is looking for a dynamic sport leader to engage with partners and organizations to help deliver this strategic vision.

viaSport is an equal opportunity employer. We believe that all employees have the right to a workplace that is equitable, provides equal opportunity, fair treatment, and an environment that is free of discrimination. We recognize that a diverse work force is critical to accomplishing our vision and are committed to fostering an inclusive environment for all employees. We also recognize that employees may require accommodations in order to participate and perform to the best of their ability.

JOB SUMMARY

Reporting to the Director, Partnerships and Engagement, the Change Initiatives and Partnerships Manager will contribute to viaSport's strategies to **expand sector reach** and **strengthen the amateur sport ecosystem**. The Manager will be responsible for collaborating with other organizations within and outside of the amateur sport sector (e.g. provincial sport organizations, corporations, thought leaders, municipalities, etc.) to implement and provide ongoing management of strategies and projects, that enhance sport organizations' ability to provide high-quality amateur sport experiences in BC Current projects include, but are not limited to:

- The development, implementation, and growth of a Volunteer Management and Resource Hub for the BC amateur sport system
- The project management of Changing the Game, a system-change project that intends to increase sport participation opportunities in BC
- The development and enhancement of the regional sport delivery network in BC For example, supporting the implementation of a Metro Vancouver Sport Strategy that will enable a mechanism that leads and facilitates education and opportunities for active living and sport at all levels, and supports regional amateur sport priorities

Primary Responsibilities

Project Management and System Enhancement (45%)

- Develop and execute project plans and budgets

- Liaise with advisory committees, suppliers, working groups, consultants, and project partners to keep projects on track and budget
- Work collaboratively with project teams to identify opportunities, risks, and solutions
- Research and synthesize information so project teams can make informed decisions
- Contribute to the development of policies and processes related to projects
- Contribute to the development of the business and sustainability model
- Identify opportunities and support efforts to secure new sponsors or funders for strategies or projects

Change Management (35%)

- Lead engagement processes with project stakeholders to understand issues and opportunities that support project development, implementation, and growth
- Create change management briefing notes for internal management, partners and funders
- Develop relationships and partnerships to support change management and scaling efforts
- Create an impact measurement and management strategy for each identified project
- Develop project key performance metrics and measurement processes
- Create reports and presentations highlighting progress, impact, issues, and opportunities

Stakeholder Engagement and Communication (20%)

- Implement processes to gain sector feedback and create solutions for identified projects
- Develop communication processes to provide timely updates to key stakeholders
- Support communication and marketing opportunities with internal and external stakeholders
- Work with cross-departmental partners to understand and integrate collaboration and communication opportunities

EDUCATION AND/OR EXPERIENCE

An equivalent combination of the following education and experience will be considered:

- Post-secondary education in business administration, sport management or related field
- 5+ years' experience in project management, relationship management, system change, leading collaboration efforts both internally and externally, and change management
- Experience implementing and managing enterprise technology, software solutions or platforms, like the volunteer management systems
- Experience managing complex projects with multiple stakeholders who have varying priorities
- Experience engaging with multiple stakeholders through a change management process
- Strong written and verbal communicator with the ability to develop relationships with internal and external stakeholders

SKILLS AND KNOWLEDGE

- Demonstrated success with time management, accountability, organization, and attention to detail
- Excellent written communication skills complimented by articulate, adaptable and professional speaking abilities
- Ability to evaluate options, identifying risks, and find solutions that align with organizational goals
- Ability to work independently in a fast-paced environment.
- Strong interpersonal (teamwork, leadership, positivity, empathy) and analytical skills (financial, planning, operational)
- Demonstrated drive to solve problems in a matrix team environment and leading with high energy and positivity
- Tech savvy and confident using multiple platforms

WORKING ENVIRONMENT

- Hybrid work arrangement at home and at the office location: 1351-409 Granville Street, Vancouver.
- Full-time (37.5 hours per week) – with flexibility to work evenings or weekends.
- Salary range of \$70,000 to \$80,000 annually based on experience. Compensation package also includes comprehensive health benefits program, RRSP match, and 3 weeks' vacation within the first year.

APPLICATION DETAILS

If you're eager to contribute to a collaborative team doing meaningful work, let us know how this role fits with your background and goals for growth, as well as your salary expectations. A Criminal Record Check will be required.

To apply, please [submit your cover letter and resume here](#) as soon as possible.

We wish to thank all applicants for their interest; however only those invited to interview will be contacted.