CANADIAN FOUNDATION FOR DENTAL HYGEINE RESEARCH AND EDUCATION
POSITION DESCRIPTION

POSITION TITLE: Program Director

REPORTS TO: Executive Director

SCOPE OF POSITION

The program director is responsible for managing the CFDHRE grant programs and fund development. This position is approximately ½ day per week.

KEY RESPONSIBILITIES

Grants

Manage the funding programs:
  o Directs the activities of the Peer Review Grant Programs (develop review process, call for proposal, application, allocate funding, develop contracts).
  o Oversees the Peer Review Committee (recruit reviewers, facilitate the committee meetings, develop and implement conflict of interest guidelines)
  o Writes all communications materials (annual reports, speeches, marketing and fund development).
  o Maintain funding partnership with co-funders (e.g. Canadian Institutes of Health Research)
  o Establish and maintain effective partnerships with external organizations.

Financial Management

Develop and oversee CFDHRE budget.

Supervision

Oversees the volunteer Peer Review Committee. Recruits, trains and evaluates the work of this committee.

CONTACTS

Internal Contacts
  • Executive Director and Accountant
  • CFDHRE Peer Review Committee
  • CFDHRE Board of Directors

External Contacts
  • CFDHRE members
  • Stakeholders (professional associations and regulatory authorities, and dental industry)
  • Research Canada
• Other National Health Foundations

DECISION MAKING AUTHORITY
• Makes independent decisions and actions related to above responsibilities
• Makes decisions to approved budgeted expenses
• Tasks, procedures and organization of workload and priorities are determined by the incumbent to meet objectives.
• Works collaboratively with the Executive Director to make collaborative management decisions.

FORMAL EDUCATION AND TRAINING
Post-graduate degree in a health administration, public administration, social sciences or related field of study.

EXPERIENCE
• Minimum of 3 years experience with a Foundation
• Experience working with volunteer committees is essential
• Strong knowledge of academic research and contracts
• Demonstrated leadership capacity
• Experience with volunteer intensive operations/projects

KEY SKILLS
• Critical thinking
• Planning and priority-setting
• Excellent communication, interpersonal, organizational, and problem solving skills
• Excellent judgement and analytical skills
• Excellent project management skills
• Computer literacy and comfort using new communication technologies
• Creative problem solver
• Self-motivated

DESIRABLE QUALIFICATIONS
• Bilingual.
• Ability and desire to enhance work-related skills.

Volunteers reporting to this position:
Peer Review Committee

Approved: December 13, 2011