

## About our Organization

Shorefast is a registered charity and social enterprise established to build a resilient community economy on Fogo Island, Newfoundland – a region previously devastated by the decline of the cod fishery. Shorefast receives global attention for our local solutions to economic development. With an established proof of concept, our impact is growing from securing a hopeful future for Fogo Island to helping to foster vibrant and economically empowered communities across Canada and around the world.

Our social businesses build on the inherent assets and strengths of place, capitalizing on the skills, culture, and imagination unique to Fogo Island. The main economic engine within our suite of social businesses is the world-renowned Fogo Island Inn, voted #3 in the prestigious Travel + Leisure Top 100 Hotels in the World (2020).

We are currently working to get Shorefast's Community Economics Pilot off the ground – part of an urgent effort to recover and rebuild the economy with communities at the centre. The Pilot will distill learnings from Fogo Island and other enterprising communities to create powerful examples that hold relevance for a broad range of communities.

**Job Title:** Project Management Lead  
14-month contract, with possibility of extension

**Location:** Fogo Island, NL, Ottawa, ON or Toronto, ON

## The Opportunity

The Project Management Lead is a new role for Shorefast, working alongside visionary CEO Zita Cobb, to move forward the Community Economics Pilot. This contract will be on Fogo Island, NL or Ottawa, ON or Toronto, ON, and has the possibility of extension beyond the one-year Pilot.

A small team will be assembled for the Community Economics Pilot, with key leaders across the pillars of government, business and community. It will include cross-disciplinary specialists on secondment from professional domains (Finance, Accounting, Public Policy, Technology, Academia and Arts & Humanities).

Together, they will research Fogo Island and other enterprising communities to establish good and best practices and develop innovative financial tools and governance structures to promote local economic development. The Project Lead is a critical resource and will be responsible for holding the frame to help galvanize the diverse team toward the deliverables and timelines for the one-year Pilot.

## Key Responsibilities

- Manage the planning and implementation of complex project streams from conception to realization
- Develop and manage project schedules; Liaise with internal and external stakeholders to achieve project milestones; Track project progress and identify any risks to Pilot deliverables or timelines; Anticipate needs of internal/external stakeholders and troubleshoot problems
- Draft, negotiate and manage secondment contracts and partnership agreements in consultation with the CFO; Ensure compliance with all contractual aspects
- Develop detailed budgets and reports; Track expenditures for quarterly financial reconciliation; Recommend budgetary adjustments to CFO in accordance with the Pilot's priorities; Negotiate with a range of internal and external stakeholders to avoid scope creep and deliver the project on time and on budget
- Participate as a Pilot representative on various pan-organization teams as required; Organize and chair Pilot team meetings; Provide support for the Community Economics Advisory Group
- Lead the process of establishing an online presence and platform for the Pilot
- Identify and track Canadian and international community economics players, mapping the landscape and developing a network
- Contribute to the development of government grants and other funding proposals and reports; Collaborate pan-organization to inform marketing and communications strategies
- Provide support to CEO, as required
- Perform other duties as assigned

## **Skills and Experience**

### ***Training & Experience***

- Minimum 5 years progressive experience in project planning, production and project management
- Post-secondary degree or equivalent experience
- Well-developed knowledge and experience in budget management
- Proven experience leading teams and working with C-suite executives and/or Board of Directors
- Knowledge of social enterprise and/or community economics is a strong asset

### ***Position Specific Skills***

- Highly skilled in diplomacy and negotiation
- Exceptional interpersonal, communication and consultation skills
- Exceptional organizational and coordination skills
- Willing to work a flexible schedule to meet the needs of a multi-stakeholder group
- Well-developed computer skills including MS Excel, Powerpoint and Word
- Willingness to travel; connect with prototype communities, including Fogo Island

## **Compensation and Benefits**

- Competitive salary and benefits package
- Great organizational culture
- Opportunities to advance

## **Candidate Profile**

You are a project manager with a track record for successfully translating ideas into action. You approach your work with an entrepreneurial spirit and are energized by a start-up environment. You are comfortable flexing between leadership and support roles to get the job done.

You are undaunted by the prospect of holding the tensions and divergent perspectives that are inherent to community economic development. You are comfortable functioning in a high level of uncertainty.

You are adept at earning trust and influence among a wide range of internal and external stakeholders and decision-makers. You have a reputation as a dedicated professional who cares deeply about your work and who operates with a high degree of integrity.

## **Contact Us**

Please submit a cover letter and resume to [careers@shorefast.org](mailto:careers@shorefast.org) using the subject line “**Project Management Lead**”

Deadline for Applications: **March 15th, 2021**

Questions about this position may be directed to: **Jane Hilton** at [careers@shorefast.org](mailto:careers@shorefast.org)

For further information visit our website: [www.shorefast.org](http://www.shorefast.org)