

Manager, Enrichment Programs

McCall MacBain Scholarships at McGill, Montréal, QC

We are looking for an enthusiastic, innovative and self-starting Manager, Enrichment Programs who is passionate about youth leadership, education, and community engagement to join us to work on the McCall MacBain Foundation's scholarship programs and the **McCall MacBain Scholarships at McGill**, founded by the McCall MacBain Foundation. This is an exciting opportunity for a professional who will have the opportunity to develop and execute a leadership development and enrichment program strategy for graduate students.

The job will be in Montreal, reporting to the Dean, McCall MacBain Scholarships at McGill & VP Scholarships, McCall MacBain Foundation. The Manager, Enrichment Programs will be hired by Headlands Institute, a non-profit organization that manages the work of the McCall MacBain Scholarships at McGill and the McCall MacBain Foundation.

About the McCall MacBain Scholarships at McGill

The McCall MacBain Scholarships at McGill (MMSM) were announced in February 2019 in celebration of McGill University's bicentennial. In initiating them, John and Marcy McCall MacBain and their Foundation recognized an important gap in the Canadian higher education landscape: that there was no comprehensive, leadership-driven scholarship in the country for master's and professional degree students.

The scholarships represent an investment in students who are already developing expertise in their respective fields but also have a track record of taking initiative and collaborating with others to understand and address important problems and challenges. The McCall MacBain Scholarships at McGill are [Canada's first comprehensive, leadership-driven scholarships](#) for master's and professional degree students. Scholars will receive full funding for tuition plus a living stipend to study at McGill University, and benefit from a world-class enrichment program including mentorship, retreats, speaker series, and workshops. Planned to continue in perpetuity, the McCall MacBain Scholarships at McGill will foster a community of formidable leaders and creative professionals dedicated to advancing global understanding and improving human welfare throughout the world.

About the McCall MacBain Foundation

The [McCall MacBain Foundation](#) is an international philanthropic foundation whose mission is to improve the welfare of humanity by providing scholarships and other educational opportunities that nurture transformational leadership, and by investing in evidence-based strategies to address climate change, preserve our natural environment, and improve health outcomes.

We believe in the power of education, and scholarships in particular, to transform lives and in turn transform our communities to be fairer, healthier, and more prosperous for all. We believe that climate change is the single most pressing problem facing our planet and that we must all do our part to address it. And we believe in an evidence-based approach to health, and are newly focusing on youth mental health.

The Foundation also runs its own scholarship and fellowship programs, including:

- the MacBain Niagara Falls Scholarships and the McCall Huron County Scholarships for high school students from these communities
- the McCall MacBain International Fellowships, which aim to enable globally minded young Canadians to develop strong intercultural competencies and ties to different regions of the world by spending an immersive year abroad in a country where they are not fluent in one of the major languages
- the John McCall MacBain Graduate Scholarship at Wadham College, University of Oxford

Core Duties:

As Manager, Enrichment Programs, you will design, develop, execute and refine a leadership and enrichment program for McCall MacBain Scholars at McGill that accelerates their impact and effectiveness as leaders and encourages and equips them to take on tough challenges and meaningful risks. The McCall MacBain Scholarship program will include annual retreats, mentors, bi-weekly leadership development seminars, ongoing skills-based workshops, speakers' series, coaching, a mental wellness program, and community-building activities, among others. Taken together, these elements will help build a community of leaders in Canada and abroad whose leadership is grounded in core values of integrity, empathy, collaboration, and a deep and abiding concern for improving the lives of those around us.

As part of the team at Headlands, you will also help to set the strategy for supporting other scholarship recipients funded by the McCall MacBain Foundation.

Your role will also include:

- Develop and execute a scholar stewardship plan with appropriate evaluation and feedback loops to inform and refine the design of enrichment programs on an ongoing basis
- Facilitate bi-weekly leadership development seminars
- Design, develop, execute, and maintain an online hub for scholars (and eventually alumni)
- Adapt and design new enrichment programming to meet the needs of an international cohort of scholars recruited in 2022 and arriving in 2023
- Design, develop, and execute enrichment programming for applicants who reach a certain stage of selections and for those who receive other awards (e.g. finalist awards or regional awards)
- Design, develop, and execute alumni programming and plans to continue to support alumni and maintain connections between alumni and current scholars
- Recruit and manage senior volunteer mentors, speakers, workshop leaders, and other individuals tasked with supporting the enrichment and leadership development of the scholars
- Support advisory committees in collaboration with the Dean to inform the development of the enrichment program, drawing on experts at McGill and beyond
- Build and maintain excellent working relationships with McGill faculty and staff and other partners in the design and delivery of the enrichment program

- Cultivate strong relationships with scholarship and leadership development professionals to build and maintain understanding of best practices in leadership development and scholarship management
- Support the recruitment and management of selection volunteers as appropriate
- Support the strategy development and execution of enrichment activities for other scholarship and fellowship recipients funded by the McCall MacBain Foundation
- Prepare written and oral reports.

*Other duties as assigned to support the work of Headlands Institute and its service agreements with both the McCall MacBain Scholarships at McGill and McCall MacBain Foundation.

Requirements and Key Competencies:

The applicant should be able to work independently and collaboratively with all constituent groups including students, university faculty and administrators, board members, volunteers, donors and other staff. Applicants should have:

- A university graduate degree, with a postsecondary degree in a relevant field an asset
- At least 5 years of program management or leadership development experience with demonstrated success, preferably in the not-for-profit, educational or youth-focused sectors
- Experience developing ancillary or enrichment programs designed to develop leadership skills
- Excellent facilitation skills, including experience with presentations, running workshops, facilitating group discussions
- Management-level experience showing ability to manage budgets and multiple projects simultaneously
- Experience in curriculum design, development and execution will be considered an asset
- Superior written and verbal communication skills in English, including making presentations and working with scholars, faculty members, and other partners
- The ability to work in both English and French
- Excellent interpersonal skills and experience collaborating with a diverse range of individuals internally and externally
- Experience in planning and managing events
- Knowledge of the Canadian education system

Leadership & Personal Characteristics:

- Demonstrated orientation towards personal accountability, with a strong mandate to consistently meet performance objectives and clearly communicate and measure goals against key performance indicators
- Demonstrates a positive attitude, a desire to go for the “win-win solution” and build consensus where applicable and appropriate
- Consistently demonstrates a high level of integrity, confidentiality, and dependability
- Energized by work that involves engaging a broad network of volunteers and experts from a range of disciplines, areas of expertise, and backgrounds
- Ability to give and take constructive feedback

- Sense of humour, creativity, and agility
- Intellectual curiosity and desire to learn
- Excellent judgment, problem-solving, and interpersonal skills
- Ability to manage multiple priorities within tight deadlines
- Ability to travel for work

The successful applicant will be searching for a challenge and see this position as an opportunity to establish with the original team of the scholarships a culture of excellence for generations to come.

Salary: Commensurate with education and experience.

Closing: July 12, 2021.

To Apply: Please forward your résumé with a cover letter by email to Natasha Sawh at hiring@headlandsinstitute.ca. The cover letter must be personalized and focused on what attracts you to this specific role and organization. Résumés without cover letters or with generic cover letters will **not** be considered.

We thank you for your interest in this position. Please note that we will only contact those invited to interview.