



## **Request for Proposals - Program Development Director**

### **Overview**

The Bulkley Valley Research Centre is located in Smithers, British Columbia. It conducts research in the natural sciences throughout the northwest. The Centre is seeking to expand its funding pools, elevate its profile, and increase awareness of the work it does.

To do this, the Centre is interested in proposals for a Program Development Director that describes how to support three objectives:

1. Administrative and program funding
2. Event planning
3. Networking

### **Description**

As a not-for-profit organization with charitable status, the Research Centre is able to access grant funding, including the Federal summer jobs program, partnerships with government and industry, and manage projects across multiple funding envelopes. The Program Director will be responsible to identify funding to support the administrative functions of the Centre and to establish new research programs. These funds should be aligned with the values and objectives of the Centre and also with direction provided by the Research Centre's board members.

The Program Director will also be responsible for planning a sponsored event to attract funding opportunities, new members, and sponsorship opportunities to support research programs. This event will be organized in collaboration with the Research Centre's Research Program Manager, board members, and the membership. It will invite industry, government, and other entities and provide the opportunity to establish new research streams, provide partnerships, and the chance to examine additional funding opportunities.

This role requires the Director to maintain/establish relationships with local First Nations, with government(s), and NGO's in order to facilitate and promote Science in the Public Interest in Northwest British Columbia.

This contract position will initially be provided on a temporary basis with opportunity for continuation on successful completion of the responsibilities defined above.

## Scope of Work

### Research Program Development

- Establish/maintain relationships with provincial and federal organizations
- Identify funding opportunities that directly supports administrative functions and could lead to the establishment of new research programs (indicated by the strategic plan but not established yet)
- Provide 5-year overview for funding programs that demonstrate continued support for the Research Centre
- Maintain a funding database that can be drawn on for future opportunities
- Determine opportunities to leverage funding
- Complete initial applications and submit proposals.

### Sponsorship Event

- Plan an event to create sponsorship opportunities with multiple stakeholders (industry governments, NGOs, etc.)
- Provide a plan, with a budget (including donated funds) for the event
- Provide a list of attending sponsoring organizations

### Networking

- Create relationships and collaborations with local First Nations, government(s), other NGOs, etc.
- Continue research agreements with local First Nations

## Qualifications

A degree in a field related to the sustainability of natural or cultural resources, Masters of Business Administration or equivalent. The contract requires excellent communication skills and the ability to work well with diverse people and organizations. The ideal candidate will also have experience working with communities, building or delivering research projects, and developing successful research proposals. A minimum of 5 years experience in non-profit organizations is an asset.

## Proposal

Applicants should provide a description of how they propose to complete the Scope of Work. They should also provide an estimate of the time required as well as a total budget. 6 months part-time is suggested for the duration of this contract. Applicants should indicate if they are willing to continue working for the Centre in the future.

## Contact

Please contact [info@bvcentre.ca](mailto:info@bvcentre.ca) with any questions and to submit a proposal. The RFP will remain open until the position is filled. Only those candidates selected for an interview will be contacted.