



## ONCAT Careers

### Research, Data and Funding Director

**Location:** Toronto, Ontario, Canada

**Type:** Full-time

**Category:** Management

**Pay range:** \$110,000 to \$120,000 depending on work experience in postsecondary research, funding, and data, plus health and dental benefits and pension

#### About the Employer

Established in 2011, the Ontario Council on Articulation and Transfer (ONCAT) was created to enhance academic pathways and reduce barriers for students looking to transfer among Ontario's 45 publicly funded colleges, universities, and Indigenous institutes. As a member organization, it works with those institutions to develop transfer credit policies and practices to ease student mobility.

#### About the Position

The Research, Data and Funding (RDF) Director is a key member of ONCAT's senior management team and reports to the Executive Director. The RDF Director assumes responsibility for providing senior leadership to the research, data management and funding groups at ONCAT. The Senior Researcher and Senior Data Analyst will report to the RDF Director.

Responsibilities include providing leadership for ONCAT's mandate and strategic priorities. The RDF Director sets the research agenda for ONCAT, including both the research conducted by ONCAT staff and the external research projects funded by ONCAT. The Director designs granting programs and works closely with grantees and ONCAT's granting administrator to ensure the success of projects. They also support ONCAT's Senior Policy Analyst to provide information for government reporting.

The RDF Director will ensure project and research plans are clearly articulated and supportive of student mobility. They will prioritize work assignments and contribute to a positive team environment as a member of ONCAT's management team.

#### Responsibilities

##### Strategic Planning and Management of Research, Data and Funding

- Provide expertise and leadership in the development and implementation of ONCAT's strategic plan.
- Work with the Executive Director and directors to develop ONCAT's research planning process and achieve strategic plan objectives.
- Supervises Senior Researcher to develop ONCAT's research plan.
- Manages ONCAT's grants administrator to ensure grantees receive the administrative support they need.
- Oversees and provides mentorship and direction to ONCAT's Data team consisting of a Senior Data Analyst and Data Analyst.

#### Ontario Council on Articulation and Transfer (ONCAT)

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- Ensures the Research, Data and Funding team delivers government reporting requirements in collaboration with the Senior Policy Analyst.

### **Program Management Design, Intake and Review Processes**

- Oversees and manages ONCAT funded projects, including the appropriate allocation of financial resources (a portfolio of 30+ projects and a budget of approximately \$4 million).
- Provides oversight and direction to all stages of the design, intake, review/assessment, and decision-making processes for ONCAT grantmaking activities.
- Designs Organizational Funding Strategy: Works collaboratively across the organization and leads the development of ONCAT's theory of philanthropy/approach to funding that provides a basis for the development of specific funding streams. This includes identifying overall objectives and outcomes that can be achieved through grantmaking.
- Designs Funding Programs: Designs targeted funding streams that operationalize ONCAT's funding approach, working closely with colleagues across the organization.
- Manages Proposal Intake Processes: Leads the intake process for funding streams.
- Directs the Review Processes: Ensures integrity, fairness, and transparency in all stages of ONCAT's decision-making processes related to grantmaking.
- Manages Approvals, Declines & Budget Allocations: Makes final recommendations to the Executive Director on projects to be funded and oversees the communications of results and development of contracts with successful applicants.

### **Financial Management, Risk Management and Oversight**

- In consultation with the Executive Director, manages budgeting and forecasting process ensuring activities effectively influence strategic plans.
- Provides on-going monitoring of budget, communicating with Executive Director.
- Oversees and tracks ONCAT's granting budget and ensures funding is allocated in accordance with ONCAT policies and strategic priorities.
- Manages risks associated with project funding. This includes:
  - Declining proposals that pose significant risks (reputational, financial, harm)
  - Managing early warning signs and deviations from project plans, escalating any significant issues to the Executive Director

### **Candidate Requirements**

As the ONCAT Director providing leadership on research, grants, and funding initiatives with educators throughout the Ontario Transfer System, the incumbent requires the following qualifications:

- 7 to 10 years of senior administrative leadership and supervisory experience in postsecondary education, preferably within an Ontario college, institute, or university, and / or related postsecondary organization.
- Preference for a PhD in a related field.
- Demonstrated strategic and operational planning skills.
- Expertise in research methodology with a broad understanding of research project management.
- A graduate degree in an appropriate field (preferred).

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- An understanding of Ontario’s postsecondary system and familiarity with provincial policies and initiatives in the transfer environment.
- Strong background in program design/development, evaluation, knowledge mobilization, research, building and administering funding processes, including program evaluation and experience designing and developing operational plans to achieve strategic priorities, using funding as a lever.
- Excellent facilitation and conflict management skills.
- Demonstrated strategic and operational planning skills.
- Experience developing evaluation/monitoring approaches that inform organizational strategies.
- Very good knowledge of grant management principles, change management theory, philanthropy, evaluation approaches, and knowledge mobilization approaches.
- Experience managing high volumes of work with conflicting priorities and deadlines.
- Demonstrates discretion when handling confidential/sensitive information.
- Understanding of integrated thinking/leadership strategies.
- Demonstrates empathy.
- Fluency in French and English.

### Application Instructions

Please email your resume and cover letter to [careers@oncat.ca](mailto:careers@oncat.ca).

The deadline to apply **Friday, December 9<sup>th</sup> 2022 11:59pm**. Late applications will not be accepted. We thank you for your interest. Only those selected for further screening, or an interview will be contacted.

ONCAT is committed to providing an inclusive and barrier free recruitment process to applicants with accessibility needs in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation during this process, please inform ONCAT of your requirements.

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