

## Program Development Coordinator

### Manitoba Habitat Heritage Corporation (MHHC)

Winnipeg, Manitoba

#### MHHC is looking for a Program Development Coordinator

#### About the Manitoba Habitat Heritage Corporation:

The Manitoba Habitat Heritage Corporation (MHHC) is a registered charitable organization based in Manitoba, Canada. MHHC was formed to work in partnership with Manitoba landowners to maintain and enhance fish and wildlife habitat. The Corporation is governed by a nine-member Board of Directors and has over thirty full-time employees, located in eight offices throughout southern Manitoba.

MHHC was established in 1986 as a provincial Crown Corporation but underwent a significant transformation on February 1, 2021, when it became a private, charitable organization. While the organization has evolved over the decades, its charitable purpose – conservation, restoration and enhancement of fish and wildlife habitat – has remained the same.

The mission of MHHC is to create enduring conservation benefits through investment in and delivery of initiatives to achieve productive natural landscapes and community wellbeing.

#### How to Apply:

Please apply online at [www.indeed.com](http://www.indeed.com), [www.linkedin.com](http://www.linkedin.com) or by emailing your resume in confidence to Human Resources at [hr@mhhc.mb.ca](mailto:hr@mhhc.mb.ca).

Feel free to email [hr@mhhc.mb.ca](mailto:hr@mhhc.mb.ca) for further information about this career opportunity as well.

***We thank all applicants for their interest; however, only those selected will be contacted.***

Reporting directly to the Director of Conservation Partnerships (DOCP) the primary objectives of this position are to provide administrative, planning, proposal development and communications support to the conservation programs and related activities of The Manitoba Habitat Heritage Corporation (MHHC)

If you are innovative and enjoy working in an environmental conservation not-for-profit, apply today!

#### As the Program Development Coordinator, you will:

- Participate in program planning activities at local and regional levels
- Participate in the development and follow-up of budgets and objectives for MHHC program grants.
- Develop program funding proposals which would include work plans, tracking strategies, reports, and presentations.
- Work closely with MHHC staff to track and report outcomes.
- Assist in the evaluation of new funding/program development opportunities for MHHC
- Liaise and coordinate activities with program partners at middle management levels to ensure effective working relationships and to advance funding opportunities for MHHC
- Provide support to Program Delivery staff in the delivery of Conservation Agreements (CA) and other conservation initiatives
- Develop and implement appropriate evaluations for MHHC initiatives
- Provide support in the development and tracking of key performance indicators
- Attend meetings, tours and events and make presentations as required on behalf of MHHC
- Provide reports and support to MHHC management
- Provide support for the development and maintenance of MHHC's GIS system
- Provide support for the Conservation and GROW Trust as required
- Provide support to the MHHC Director of Conservation Partnerships as required

#### You and Your Experience:

- A university degree in biological, ecological or land management
- A minimum of three years' experience working in natural resources management, preferably on habitat and wildlife conservation issues and practices in the agricultural landscape
- Demonstrated experience planning, implementing and evaluating ecologically based initiatives and conservation activities
- Excellent written and oral communications abilities, including experience writing grant proposals, project proposals and related reports
- Experience working within, and developing, partnership programs and relationships
- General understanding of the development and delivery of conservation programs
- Demonstrated analytical skills
- Experience working in a team environment and communicating goals and objectives
- Significant computer experience in Microsoft Word, PowerPoint, Excel, and GIS capabilities.
- Ability to deliver results within tight deadlines

#### An Asset:

- A graduate degree in a relevant field.
- Experience working with agricultural producers, organizations, and grassroots conservation organizations is a strong asset
- Experience with outdoor recreational activities including hunting
- Experience developing communications products and activities, including the use of graphic design software such as Adobe InDesign.
- Fluency in French
- Driver's license and a suitable vehicle for work use