



## **BOF PROJECT MANAGER – BD3 JOB POST**

### **ABOUT THE ROLE**

**Position Title:** Project Manager

**Position Type:** Full-time (Contract)

**Location:** Toronto, Hybrid

**Salary Range:** \$80,000 - \$85,000

**Reporting to:** Programs Manager

Black Opportunity Fund (BOF) aims to support the dismantling of the impacts of systemic anti-Black racism in Canada by delivering sustainable and needs-informed capital streams, managed by Black People for the benefit of Black people. BOF also works nationally to strengthen collective action by Black organizations and leaders, helping them to create new and more impactful ways to support and advocate for our community.

BOF is seeking an energetic, motivated, and highly experienced project leader with a collaborative style who empowers and motivates others, to fill the position of **Project Manager**.

### **JOB SUMMARY:**

BOF is delivering a national capacity-building initiative supporting Black disability-led, Black disability-serving, and Black disability-focused (BD3) organizations and leaders across Canada.

The project aims to strengthen organizational capacity, leadership, accessibility, and sustainability across the BD3 sector through training, coaching, community engagement, and systems-level collaboration. Reporting to the Programs Manager, this position will be responsible for the day-to-day management of the project. This critical role will oversee the creation, maintenance and monitoring of project plans, project schedules and budgets, as well as monitoring and reporting on performance metrics. The ideal candidate possesses a strong background in managing complex projects, as well as an understanding of the lived experiences and the complex intersectionality of Black people with disabilities.



## **ROLES AND RESPONSIBILITIES:**

Working in a dynamic, team-based environment, the Project Manager's primary responsibilities will involve overseeing the development, launch and evaluation of the project. The position will be responsible for:

### **Project Management & Delivery**

- Lead overall project planning, execution, and monitoring across the 18-month lifecycle
- Develop and manage detailed project workplans, timelines, and milestones aligned with OARs
- Ensure delivery of all project components, including:
  - Cohort-based programming
  - Training modules
  - Coaching and peer-learning sessions
  - National event and knowledge dissemination

### **Partner & Interest-holder Management**

- Act as the primary liaison with the primary project partners, community groups, interest-holders and the funder
- Oversee service delivery to ensure alignment with the funding agreement and project objectives
- Coordinate with external interest-holders, including:
  - BD3 participating organizations
  - Community partners
  - National networks and coalitions
  - Project Funder

### **Program Oversight & Quality Assurance**

- Monitor implementation of:
  - Training curriculum
  - Accessibility supports and accommodations
  - Wellness and mental health programming
  - Coaching supports
- Ensure programming is culturally relevant, accessible, and aligned with disability justice principles

### **Reporting, Evaluation & Compliance**

- Lead all reporting to the funder
- Track and report on outputs and outcomes, including:
  - Organizational capacity gains
  - Leadership development
  - Network and ecosystem growth



- Oversee data collection, evaluation frameworks, and performance metrics
- Ensure compliance with funding agreements and audit requirements

### **Financial & Risk Management**

- Monitor project budget and expenditures in collaboration with the finance department
- Track funding utilization and identify risks or variances
- Support financial reporting and forecasting

### **Communications & Knowledge Sharing**

- Support development of:
  - Reports, briefs, and presentations
  - National dissemination materials
- Coordinate communications with internal and external interest-holders, ensuring all communications are developed and delivered in accessible formats
- Support visibility of BD3 organizations and project impact

### **Event & Community Engagement**

- Lead planning and execution of the national in-person event
- Support community consultations and engagement activities
- Foster collaboration through communities of practice and national networks

## **QUALIFICATIONS:**

### **Education and Credentials**

- Post-Secondary education in business management, social services, a related discipline, or a relevant combination of education and experience.
- Project Management Professional (PMP) certification required.
- Accessibility for Ontarians with Disabilities Act (AODA) training is a requirement.

### **Experience**

- 5–8 years of experience in project management or a closely related field.
- Demonstrated experience managing projects through the full life cycle.
- Proven track record of delivering projects within defined scope, budget, and timelines.
- Experience with federally and provincially funded government programs would be an asset.
- Extensive experience developing, forecasting, and managing program level budgets, including ongoing financial tracking.



- Experience with data management and administration using relational database systems.
- Experience working with, advocating for, or leading programs that support people with disabilities is an asset.

### **Technical Skills**

- Strong proficiency with project management tools, methodologies, framework, and best practices.
- Proficiency with the use of various financial tools, reports, spreadsheets, and data management systems.
- Bilingual proficiency in English and French is an asset.

## **PERSONAL ATTRIBUTES:**

### **Professionalism and Integrity**

- High level of ethics and integrity.
- High level of discretion and professionalism in handling confidential information.
- Demonstrated reliability, autonomy, and sound judgment in complex organizational environments.

### **Community and Cultural Competence**

- Strong commitment to supporting and strengthening community.
- Deep understanding of historic and systemic barriers faced by Black and other racialized Canadians.
- Strong understanding of the lived experiences and the complex intersectionality of Black people with disabilities.

### **Leadership and Collaboration**

- Collaborative team player who builds positive working relationships.
- Excellent organizational and leadership skills with a creative approach to problem solving.
- Acute emotional intelligence and political awareness.

### **Analytical and Problem-Solving Skills**

- Strong logical reasoning, analytical thinking, and problem-solving abilities.
- Demonstrated accountability in meeting commitments, managing expectations, and ensuring high quality outcomes.



### **Communication and Interpersonal Skills**

- Exceptional interest-holder management abilities, supported by strong written and verbal communication skills that demonstrate a clear, concise, and analytical style.
- Strong presentation and facilitation skills.
- Outstanding communication and interpersonal abilities.

### **Work Style and Productivity**

- Excellent planning and organizational abilities with high attention to detail, accuracy, protocol, and deadlines.
- Ability to manage multiple priorities effectively in an agile and diverse environment.

### **EMPLOYEE BENEFITS:**

- Extended health benefits: medical, dental, vision, life insurance, mental health support, physio, massage, and other specialist services
- Hybrid work arrangements: 2 days per week in office
- Non-traditional time off benefits
- Opportunity to contribute to an organization with a meaningful social impact mandate

### **COMPENSATION:**

The target hiring range for this position is \$80,000 – \$85,000 per annum, commensurate with experience and project funding. Final placement within this range will be determined based on market conditions, internal equity, and the candidate's experience, skills, and qualifications

**Black Opportunity Fund** is committed to fostering a collegial work culture grounded in diversity and inclusiveness. We strive to build a team that reflects the diversity of the community we work in and serve, so we encourage applications from traditionally marginalized groups such as Black, Indigenous and racialized persons, persons with a disability, women, persons of a minority sexual orientation and/or gender identity, and all candidates who would contribute to the diversity of our community.

Accommodation is available on request for candidates taking part in all aspects of the selection process.



**Black  
Opportunity  
Fund**

**We Back  
Black.**

**TO APPLY:**

Please email your **resume and cover letter in a single file** with the subject line:

**Re: Project Manager** to: [bof\\_hr@blackopportunityfund.org](mailto:bof_hr@blackopportunityfund.org)

**Posted Date: 25-May-2026**

**Closing Date: 05-Jun-2026**

We sincerely appreciate all applications and note that only candidates selected for an interview will be contacted directly by the hiring team.