



## **PROJECT MANAGER**

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

Black Opportunity Fund aims to dismantle the impacts of systemic anti-Black racism in Canada by building a sustainable pool of capital to support Canada's Black communities. This is achieved by allocating resources to Black-led community organizations leading initiatives that impact the quality of life in the Black community and facilitating access to capital for Black-led businesses to drive economic empowerment throughout the community.

### **JOB SUMMARY:**

Reporting to the Programs Manager, this position will be responsible for the day-to-day management of BOF programs aimed at supporting the growth and development of Black Canadian entrepreneurs. 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 entrepreneurship.

### **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 BOF programs aimed at providing capacity building to Black Canadian disenfranchised groups in accordance with the BOF mandate. The position will be responsible for:

#### **Project Planning and Scope Management**

- Define and document project scope, objectives, and deliverables.
- Create, maintain, and adjust detailed project schedules and work plans.



- Apply industry best practices, methodologies, and standards throughout project execution.
- Forecast required resources and manage them efficiently to achieve project goals.

### **Budgeting and Financial Oversight**

- Develop project budgets aligned with scope and resource needs.
- Monitor and control project expenditures to ensure adherence to budget.
- Oversee client deliverables related to funding agreements and ensure compliance.
- Maintain comprehensive project documentation in accordance with service level agreements.

### **Execution, Monitoring, and Reporting**

- Track and evaluate project performance by monitoring activities, deadlines, issues, and progress reports, making adjustments as necessary.
- Provide regular project updates to stakeholders, highlighting strategy, progress, risks, and required adjustments.
- Manage vendor and supplier contracts, including task assignment and oversight of deliverables.

### **Stakeholder Engagement and Communication**

- Organize, facilitate, and participate in stakeholder meetings.
- Prepare presentation materials and supporting documentation for meetings.
- Communicate consistently with stakeholders, staff, clients, and committees to provide status updates and ensure a high level of service across short- and long-term project goals.
- Perform additional duties as required.

## **QUALIFICATIONS:**

### **Education and Credentials**

- Bachelor's degree in business management or related discipline.
- Project Management Professional (PMP) certification required.

### **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.

### **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 SKILLS:**

### **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.

### **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 stakeholder 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.



**Black  
Opportunity  
Fund**

**We Back  
Black.**

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

**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: 16-Mar-2026**

**Closing Date: 05-Apr-2026**

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