Menu of Development Activities

Director of Services

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| Key Competencies | Development Activities to Gain Technical Competencies |
| 1. Project management - large scale change management projects (planning/ implementation) 2. Financial management - understanding financials, building a budget, managing a budget 3. Proposal writing & research 4. Employment standards & legislation - managing people 5. Driving strategic initiatives - 6. Funder relationships - strategic discussion. Forging new relationships - external partnerships that are strategic. 7. Vendor relationships & management (understanding what you don’t know and where you need a specialist). 8. Identify and mitigate risks (planning, innovation) 9. Public relations. Promoting the organization (conferences, cross-sectoral committees, fund development/ donor relations) | 1. Writing proposals including planning budgets (understanding the template) - having Stephen provide training/ information about financials. Understanding the larger sector. 2. Sitting at meetings with funders/ potential funders. Thinking about your area and sharing information that help prepare SLT for these meetings - i.e. critical information, key pieces of research, ideas/ innovations that should be considered 3. Identify problems, reframing and looking for/ presenting solutions to your Director/ Executive Team 4. Formal method/ process to facilitate innovation. (need to flesh out what this looks like) 5. Provide vacation relief for the role. Ensure proper lead up/ coaching to ensure preparedness for the coverage. 6. Executive coaching (externally). 7. Leading a task force to address an organization. Provide them a budget and provide a presentation on plan to SLT. Potential to provide a loan to the team, have coaching and structure around the implementation of the project using org./ SLT templates. 8. Serve on board 9. Coaching/ formal training from HR or Finance to address understanding employment standards/ HR legislation. 10. Take part in/ present on organizational initiatives at a conference or take part in donor engagement activity. |