A diagnosis of childhood cancer changes life in an instant. For affected children and families, it can suddenly feel like everything is about cancer.

Camp Ooch & Camp Trillium (merged in 2020) offers a different journey, where kids with cancer can just be kids, and families connect with a community of strength and support when they need it the most.

So much more than a summer camp—we offer the social cure for childhood cancer. Our camp-inspired programs deliver fun, friendship, and community to children and families at no cost to them year-round, all across Ontario. New in 2020 are virtual camp opportunities reaching kids and families living in isolation—at home or in the hospital—wherever they are!

Cancer changes a child’s life. So does camp. And so can you. Learn more at www.ooch.org.

Overall Purpose
Reporting to the Chief Programs Officer this is a new role that will develop and oversee implementation of the organization’s monitoring and evaluation framework. This framework will capture the knowledge and metrics necessary to inform strategic programming growth and program innovation. The Director will also directly support the philanthropy team with grant writing and impact reporting to funders. This leader is also tasked with championing a workplace culture of continuous improvement that institutionalizes learning and innovation.

Reports to: Chief Programs Officer

Direct Reports: N/A

Key Accountabilities:

1) Monitoring & Evaluation (40%)
   a) Initiate and lead Program Department’s own research, monitoring, evaluation and learning framework to inform short and long term strategy.
   b) Develop a multi-year evaluation plan for this new function within the organization.
   c) Ensure programs have identifiable, measurable outcomes and associated qualitative and quantitative measures for evaluation.
   d) Generate and strengthen effective systems and processes that enable success of the measurement strategy.
   e) Provide support and technical oversight to relevant staff to ensure effective implementation of internal monitoring and evaluation practices.
   f) Highly supports external evaluations and case studies.
g) Ensures research and evaluation is given priority attention while conducting the business of the organization.

h) Work effectively with internal and external stakeholders from a variety of backgrounds including young people and families facing cancer, staff from hospitals and other cancer support agencies, Board members, fundraisers, donors and volunteers.

2) **Program Design, Development and Innovation (30%)**

a) Oversee Program Department’s learning and development efforts related to program impact, design and quality.

b) Analyse outcomes to inform short and long term program strategies and new program initiatives.

c) Provides support to program planning, design and ongoing monitoring of program quality. Make recommendations regarding program innovation and support the development of pilot initiatives to explore new programmatic areas.

d) Actively keeps well-informed of trends in the youth development and camping industry to further our program’s intentionality and quality.

e) Champion a culture of continuous improvement that institutionalizes learning, innovation and achievement.

f) Build positive and strategic relationships with staff, partners and other stakeholders in order to ensure program learning and evaluation priorities are developed and implemented in line with community needs.

3. **Learning, Dissemination & Data Utilization (30%)**

a) Development of a Theory of Change that clearly communicates the impact of the organization’s core programs.

b) Advises and works closely with the Sr. Leadership Team on Strategic Planning initiatives.

c) Consistently communicates a compelling vision that generates excitement, enthusiasm and commitment to the group’s mission, purpose and goals, helping to engage new and existing funders.

d) Organize information sharing amongst all staff and provide information and collaborate with programmers, fundraisers, and the communications team.

e) Collaborate with the philanthropy team to write grants for funding and report back to donors on program outcomes.

f) Provide continuous mentorship, coaching, guidance and support to staff to undertake a high level of rigor in data collection.

g) Manages internal data communication that ensures that staff across the program and organization are learning about and discussing findings from outcome assessments, evaluations, and research studies, and that key findings are informing ongoing planning and decision-making.

h) Ensures research & evaluation findings are continually communicated in a timely and relevant way, influencing key programmatic, strategic, fundraising and communication initiatives.

i) Develops knowledge management systems.

j) Professionally represent Camp Ooch & Camp Trillium at appropriate external functions and conferences as required.

4. **Other Duties**

a) Perform other duties and responsibilities as assigned by Manager or his/her designate.

**Experience and Qualifications:**

*Required Criteria*
- Master's Degree required.
- 5-10 years of professional experience in monitoring, evaluations and learning roles in the non-profit sector.
- Demonstrated experience developing and implementing evaluation and learning frameworks at a non-profit.
- Demonstrated experience with proposal development, grant writing and impact reporting to institutional funders.
- Knowledge base in key thematic areas including child and youth recreational programs, health impacts, and psychosocial support.
- Excellent statistical skills and experience in data collection and analysis.
- Ability to lead data collection, evaluation and research projects.
- Excellent communication and writing skills.
- Computer proficiency in word processing, database, spreadsheet and graphics presentations.
- Personable and able to develop a positive rapport with people with a range of experiences and professional backgrounds.
- Comfortable presenting to large groups.
- Current and clear police reference check.
- Current driver’s license.
- Insurable under Camp’s Driving Insurance Policy.

**Advantageous Criteria**

a) PhD.
b) An understanding of the power of camp.
c) Understanding of psychosocial impacts of childhood illness.
d) Experience working in a youth and/or family focused non-profit.
e) Membership or certification in a professional evaluation association.

**Personal/Professional Characteristics**

Self-starter, accurate, detail oriented, empirical thinker, analytical, excellent time-management and organizational skills, flexible, diplomatic, cross-collaborative, excellent oral and written communication, problem solving skills, able to work well independently and take initiative to develop new programs and infrastructure.

**Particular Working Conditions:**

- Ability to work and live residentially at our Overnight Camp sites approximately eight nights per year.
- The Director will be dividing their time between the offices, program locations (hospital, community and overnight camp) based on the need to understand program execution and monitor project implementation.
- May occasionally involve travel and overnight stays at major cities across Ontario.
- At times evening and weekend commitments to participate in programs and events.
- Ability to operate computer for extended periods with appropriate breaks.
- Valid driver’s license and driving record which meets Camp’s insurance requirements.
- In consideration of the population Camp Ooch & Camp Trillium serves, it is preferred that the incumbent is a non-smoker.

**Ethics**

Operate in keeping with the organization’s commitment to ethical behaviour by: Helping to ensure that the integrity, image and quality of all programs are consistent with our mission, operating principles and objectives and adhere to the code of ethics of Imagine Canada, the
Association of Gift Planners, the Canadian Code for Volunteer Involvement and the Code of Ethics of the Association of Fundraising Professionals.

**Benefits**
This position offers a competitive salary, full benefits package, vacation, and professional development.

**To Apply**
Please send a cover letter, resume and expected salary to careers@ooch.org with the email subject reading 2020010 – Director, Monitoring, Evaluation & Learning.

We will expect to commence screening applicants on October 15, 2020. This posting will remain open until filled. Only applicants selected for an interview will be contacted. For more information about Camp Ooch and Camp Trillium, please visit www.ooch.org - No phone calls please.

Applying by mail is also acceptable and should be addressed to the attention of: Human Resources, Camp Ooch & Camp Trillium, 464 Bathurst St., Toronto, ON M5T 2S6.

**Equal Employment Opportunity**
Camp Ooch & Camp Trillium invites applications from all qualified individuals. We are committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens and permanent residents.

**Accessibility**
Upon request, Camp Ooch & Camp Trillium will provide to applicants with disabilities, accommodations that take into account the applicants’ accessibility needs, in order to facilitate participation in the recruitment, assessment, selection and hiring stages.