

## DBR | DESIGN BUILD RESEARCH

PROGRAM DIRECTOR

### **Innovative. Driven. Entrepreneurial. Passionate. Strategic.**

A tall order? Maybe, but it's our ambitious approach that has taken us this far. DBR's mission is to rethink the way society teaches design and construction to students and professionals of all ages. We're seeking an inspiring Program Director to lead the growth of our online education program.

DBR | Design Build Research is a non-profit design-build school and research institute founded in 2013 by architect Michael Green, engineer Eric Karsh and social entrepreneur Scott Hawthorn. Based in Vancouver, B.C., DBR has accomplished a lot in just four years, including six design-build courses four of which were large-scale installations for the annual TED conference in Vancouver) and several international wood design competitions with the United Nations and the KenCada International Academy.

Our latest initiative is the Timber Online Education (TOE) project – an online education platform for the building and construction industry that will focus exclusively on timber. We intend to bring TOE to a global audience, and we need a Program Director that will drive the growth of the program through strategic planning, relationship building, corporate engagement, communication management and leadership alongside our growing TOE team.

A few things to know about working with us:

- **Small but mighty – and growing!** Our success to date has been achieved with a passionate group of volunteers, students, designers and teachers who wholeheartedly believe in the DBR vision. Our latest project – TOE – will engage with multinational corporations and government, and our Program Director must be ready to take this on.
- **Lifelong learning.** DBR is founded on the idea that design education is for all, young and old. Our student demographic reflects this, with participants of all ages, from kindergarten to retirement. TOE is no exception to this.
- **Did we mention the amazing neighbours?** We'll be moving into our own space soon, but for now we love sharing an open-concept Gastown office with MGA. The people are great. Plus, they have beer and snacks!

### **RESPONSIBILITIES:**

- Develop, manage, improve and implement strategic planning of the TOE program
- Champion fundraising initiatives, including outreach and relationship building
- Develop and refine all aspects of communications, including brand building, program marketing and external relations with vital donors and stakeholders
- Work with the Board to define organizational and fundraising strategies that align with the DBR mission and values
- Manage organizational finances and cash flow including preparation of operating budgets and monthly reporting
- Prepare reports on progress for the management of development activities
- Identify and monitor the most pressing needs for timber education in the construction and building industry, adapting strategies as necessary
- Cultivate relationships with potential educational partners and instructors—from corporate firms to university programs that specialize in wood
- Embody the DBR culture. Hire, mentor, motivate and encourage junior and intermediate staff and volunteers

### **CANDIDATE SKILL REQUIREMENTS:**

- Prior experience in a management or director position
- Strong organizational abilities including planning, delegating, program development and task fulfilment
- Strong interpersonal skills with the ability to collaborate with staff and the Board
- Strong communication and presentation skills, both written, verbal and visual
- Strong financial management skills including budget preparation and cash flow management
- A relationship builder with strong knowledge of fundraising techniques and management of internal/external stakeholders
- Ability to exercise good judgement, show initiative and be proactive
- Creative problem-solving skills
- High standards of ethics and confidentiality to handle sensitive information
- Familiarity with the design, building and construction industry is a must
- Prior experience in the non-profit sector is an asset, but not required
- Knowledge of online education is considered an asset, but not required

### **COMPENSATION:**

TBD

### **SUBMISSION PROCESS**

Please submit the following information in a single PDF to [jobs@dbr-school.org](mailto:jobs@dbr-school.org)

- Brief cover letter or email with a minimum of the following:
  - Indicate the position and post you are responding to
  - Personal interest in this job posting (150 words maximum)
- Resume (2 pages maximum)
- References including name and phone contact information (we won't contact them without letting you know first)

### **SOME IMPORTANT THINGS TO KNOW**

- Following the instructions above is the first part of our selection process.
- DBR is a dog and cat friendly environment. Our office dog and cat come to work every day, so please be aware that they are part of our existing and continuing team if you have allergies.
- We are an equal opportunity employer and all qualified applicants will be considered for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, disability status, class, age, family status, or any other characteristics protected by law.