



Title: VP of Programs

Full-Time: Permanent

Reports: CEO

Location: Mississauga

Industry: Not-for-profit

COMPANY PROFILE

Founded in 2004, Jake's House is a Provincially and Federally funded Canadian charity with a mission to provide meaningful support to families living with autism across the country. Recognizing that more than any other single issue, families dealing with autism need a community, Jake's House is committed to growing a strong network of people who understand and care - a family, determined to provide tangible solutions at every stage of life.

In addition to growing a caring, committed community, Jake's House offers a continuum of structured services to provide practical help today and lasting hope for tomorrow. Through four strategic offerings – social events for the whole family; mentoring programs for youth; employment opportunities for young adults; and housing for the aging population – Jake's House supports individuals on the spectrum throughout their entire lifespans.

Through these events and services, as well as other strategic initiatives, Jake's House strives to empower individuals with autism; offer their caregivers support and respite; raise awareness; share resources; and build a caring community. Jake's House is dedicated to delivering assistance to those who need it right now, while also determined to establish a support system for future generations.

The ideal candidate will be working with a dynamic, fast-growing organization, collaborating with a passionate, dedicated team.

JOB OVERVIEW

The Vice President of Programs (VP of Programs) will provide strategic leadership and executive oversight for Jake's House programs supporting the autism community. Reporting directly to the CEO, the VP of Programs will play a pivotal role in shaping the organization's vision, developing new initiatives, and ensuring the effective delivery of all program areas. This role will involve managing the staff responsible for delivering the Legends Mentoring Program (LMP) and Employment Training Program (ETP), guiding them to meet program metrics and targets, providing direction, and fostering motivation within the team. Additionally, the VP of Programs will collaborate closely with senior leadership to expand the



VICE PRESIDENT OF PROGRAMS

organization's reach, strengthen partnerships with community stakeholders, and secure support from funders.

JOB RESPONSIBILITIES

Executive Leadership & Strategic Vision:

- Lead the strategic planning, development, and execution of LMP and ETP, ensuring alignment with Jake's House mission, metrics set by funding parties, and long-term goals.
- Collaborate with the CEO and executive team to shape the organization's overall strategy and direction, identifying opportunities for program expansion and innovation.
- Lead and mentor a high-performing team of program directors and managers, fostering a collaborative, mission-driven culture.

Program Development & Oversight:

- Drive the design and execution of new and existing programs, ensuring they meet the highest standards of service delivery and align with the needs of the autism community.
- Oversee the implementation of key programs, including the Legend Mentoring Program, Employment Training Program.
- Ensure that programs are scalable, sustainable, and accessible to individuals with autism and their families.

Stakeholder Engagement & Advocacy:

- Serve as an advocate and spokesperson for Jake's House programs, representing the organization at events, conferences, and meetings with employment partners, community partners, funders, and government agencies.
- Cultivate strong relationships with external stakeholders, including service providers, community organizations, donors, and government entities, to enhance program delivery and growth.

Financial Oversight & Resource Management:

- Support in the development and management of the program budgets, ensuring financial sustainability and alignment with funding requirements.
- Work closely with the finance team to monitor program expenditures and adjust strategies to meet financial goals.
- Identify new funding opportunities, collaborate on grant applications, and support fundraising efforts to secure program resources.



Monitoring, Evaluation & Reporting:

- Establish and maintain systems for tracking program effectiveness, utilizing both qualitative and quantitative metrics.
- Ensure continuous improvement of programs through data-driven decision-making and feedback from participants, families, and stakeholders.
- Prepare comprehensive reports for the CEO, board of directors, and funders on program progress, outcomes, and future directions.

JOB REQUIREMENTS

- Bachelor's degree in social work, public administration, education, or a related field (Master's preferred).
- Minimum of 10 years of leadership experience in program management, preferably within the nonprofit or social services sector.
- Proven experience leading large-scale programs and initiatives, particularly in community-based or autism-related services.
- Strong executive leadership and strategic planning abilities, with a track record of scaling programs and driving organizational growth.
- Excellent communication and interpersonal skills, with the ability to advocate and represent the organization at the highest levels.
- Experience in budget management, grant writing, and fundraising.
- Deep understanding of the autism community and a commitment to advancing inclusivity and independence for individuals with developmental disabilities.

At Jake's House we are proud to be an Equal Opportunity Employer. We do not discriminate on the basis of race, religious beliefs, colour, gender, sexual orientation, physical disability, mental disability, ancestry, place of origin, age, marital status, source of income or family status. At Jake's House we celebrate and support differences, for the benefit of our employees, our services, and our community.