



Senior Project Manager, National Program

Date: May 27, 2026

Position: Permanent, Full-Time

Location: Toronto, ON; Montreal, QC; Vancouver, BC (Hybrid)

Join the Canadian Queer Chamber of Commerce (CQCC) in championing the economic empowerment of 2SLGBTQI+ businesses across Canada.

Established in 2003, the Canadian Queer Chamber of Commerce is a trusted partner linking 2SLGBTQI+ businesses in Canada to the wider business community. The CQCC fosters economic growth by supporting and nurturing 2SLGBTQI+ businesses, entrepreneurs, students and allies, and by helping Canada's corporate bodies connect with the 2SLGBTQI+ business community. A leader in inclusive procurement, the CQCC is also the certifying body in Canada for 2SLGBTQI+ businesses.

Senior Project Manager, National Program

The Project Manager, National Program, reporting to the Director of Research & Grants, is responsible for coordinating and supporting the successful delivery of CQCC's National Entrepreneurship Program. The role ensures that project activities are delivered on time, within scope and budget, and in alignment with program objectives, funder requirements, and CQCC's mission to support 2SLGBTQI+ entrepreneurs and ecosystem partners across Canada. They will work closely with all Directors and program managers across all departments to ensure a strong organizational integration and compliance with funding requirements and deliverables.

The role's purpose is to:

- Coordinate project plans, timelines, deliverables, budgets, reporting requirements, and internal workflows for the National Program;
- Support the implementation of program activities that strengthen access to entrepreneurship supports for 2SLGBTQI+ small and medium-sized businesses;
- Work collaboratively with internal teams, funders, community partners, vendors, and external stakeholders to ensure program deliverables are achieved;
- Track project progress, identify risks or barriers, and support solutions that keep activities aligned with approved work plans and funding requirements;
- Prepare updates, reports, presentations, and documentation to support internal decision-making, funder reporting, and program evaluation; and
- Contribute to a coordinated, inclusive, and accountable approach to program delivery that advances CQCC's strategic priorities.

CORE ACCOUNTABILITIES

Program Delivery and Administration

The Project Manager supports the implementation of various entrepreneurship activities, helping ensure that program deliverables are completed efficiently, consistently, and in alignment with CQCC's commitments.

- Support the delivery of National Program activities, including initiatives connected to business supports, ecosystem development, research, and knowledge-sharing;
- Coordinate information, timelines, and deliverables between internal staff, partners, and external stakeholders;
- Support the development and maintenance of program tools, templates, forms, workback schedules, and internal processes;
- Monitor the status of project activities and escalate delays, risks, or capacity concerns as needed;



- Assist with the coordination of events, meetings, consultations, partner activities, or engagement sessions connected to the program; and
- Contribute to continuous improvement of program administration and project management practices.

Reporting, Evaluation, and Compliance

The Project Manager supports reporting, program evaluation, and compliance by tracking deliverables, maintaining accurate records, and preparing clear documentation.

- Track progress against approved work plans, funding agreements, deliverables, and reporting requirements;
- Collect, organize, and analyze project information to support internal updates, reporting, and program evaluation;
- Prepare draft reports, briefing notes, presentations, dashboards, and other project materials;
- Support the collection of quantitative and qualitative data related to program outputs, outcomes, and impact;
- Maintain accurate records to support compliance, audit readiness, and financial reporting; and
- Identify reporting gaps, process issues, or documentation risks and recommend practical solutions.

Managing Relationships

The Project Manager builds and maintains effective working relationships with internal and external partners to support smooth program delivery and strong stakeholder coordination.

- Maintain regular communication with internal teams, funders, community partners, consultants, vendors, and other stakeholders;
- Support coordination between departments involved in program delivery, including grants, research, communications, finance, and stakeholder engagement;
- Help clarify roles, accountabilities, timelines, and deliverables with project contributors;
- Support partner engagement activities, including scheduling, correspondence, follow-up, and documentation;
- Facilitate collaboration across teams to ensure project activities are delivered successfully; and
- Prepare project updates and materials for stakeholders, senior leaders, and key project participants.

Problem Solving & Ownership

The Project Manager identifies and resolves day-to-day project issues, supporting smooth operations and helping ensure program activities remain on track.

- Identify project risks, barriers, delays, and operational issues, and support timely resolution;
- Monitor project performance and recommend adjustments to timelines, processes, or workflows as needed;
- Support change management when project scope, deliverables, timelines, or requirements shift.
- Use sound judgment to escalate issues requiring Director, COO, CEO, funder, or partner input;
- Identify opportunities to improve project management systems, reporting tools, and administrative processes; and
- Apply CQCC's standards, practices, and procedures when addressing issues and supporting program delivery.

CQCC & Personal Advocacy

The Project Manager demonstrates personal leadership by supporting CQCC's mission, values, and commitment to inclusive economic growth for 2SLGBTQI+ entrepreneurs and communities.

- Ensure project activities align with CQCC's mission, values, strategic direction, and funder commitments;
- Demonstrate professionalism, accountability, discretion, and sound judgment in all project-related work;
- Contribute to a collaborative, inclusive, and respectful team environment;
- Seek feedback and learning opportunities to support ongoing professional development;



- Stay aware of CQCC's programs, priorities, and goals to ensure project work supports broader organizational outcomes; and
- Provide insights and recommendations to strengthen project delivery, stakeholder coordination, and program impact.

DESIRED COMPETENCIES & EXPERIENCE

Education:

- Post-secondary education in project management, business administration, public administration, community development, social sciences, nonprofit management, or a related field; or
- An equivalent combination of education, training, and relevant experience.

Experience:

- 2+ years of project coordination or project management experience;
- Experience supporting multi-stakeholder projects, preferably in a nonprofit, government-funded, community, entrepreneurship, or economic development environment;
- Strong understanding of project management practices, including work planning, timelines, deliverables, risk tracking, documentation, and reporting;
- Experience supporting funder reporting, grant administration, compliance tracking, or program evaluation is considered an asset.
- Strong organizational skills with the ability to manage multiple priorities, deadlines, and moving pieces at one time;
- Strong written and verbal communication skills, including the ability to prepare reports, briefing notes, updates, and presentations;
- Strong relationship-building skills with the ability to work effectively with internal teams, external partners, funders, vendors, and community stakeholders;
- Strong analytical, problem-solving, and follow-through skills;
- Comfort working with data, project trackers, budgets, reports, and administrative systems;
- Experience working with 2SLGBTQI+ communities, equity-deserving communities, entrepreneurs, small businesses, or community-based organizations is considered an asset.
- Previous experience working in a not-for-profit environment is considered an asset.
- Proficiency with project management and administrative tools, including Monday.com or similar project management software, Microsoft 365, Google Workspace, HubSpot, or similar systems; and
- Fluency in both English and French is considered an asset.

Competencies:

- SERVICE FOCUS – strong commitment to meeting or exceeding the expectations and requirements of internal and external stakeholders.
- RELATIONSHIP BUILDING & APPROACHABILITY – ability to connect with others, build trust, maintain professionalism, and support inclusive working relationships.
- ORGANIZATION – ability to manage time effectively, break work into manageable tasks, identify priorities, and access the resources needed to complete work.
- ACTING WITH INTEGRITY – demonstrated ability to follow through on commitments while being honest, accountable, detail-oriented, and able to handle sensitive information appropriately.
- COMMUNICATING EFFECTIVELY – ability to exchange verbal and written information with varied audiences, ensuring mutual understanding of ideas, issues, expectations, and next steps.
- CONTRIBUTING TO ORGANIZATIONAL EXCELLENCE – ability to identify better ways of working by applying learning, feedback, and experience; able to work independently and collaboratively with a team.

Terms

This is a hybrid, full-time position based out of CQCC's head office in Toronto, ON. Regular travel to events within the GTA and across Canada is required. Remote candidates based in Ottawa, Vancouver,



Montréal, Quebec City, or other major Canadian centres may be considered, provided they are able to meet regular travel expectations and attend in-person meetings, events, and organizational commitments as required.

Compensation

Salary will be based on skills and experience, within the annual earnings range of \$79,800-\$90,300. Additional benefits round out the compensation package, including group benefit plan coverage, annual vacation, and a generous public holiday schedule including paid time off between Christmas Day and New Year's Day.

Applications

Applications will be reviewed on a rolling basis until the position is filled.

The CQCC strives to foster an inclusive workforce and is committed to applying principles of equity throughout the recruitment and hiring process. Members from equity-deserving groups are especially encouraged to apply and to self-identify. All qualified applicants will be considered. If you require accommodations for any part of the recruitment and hiring process, please contact Human Resources, at HR@queerchamber.ca.