

EXTERNAL JOB POSTING

Job Title: MANAGER, COMMUNITY PROGRAMS

Job Type: Full-time

Pay: \$75,000 - \$85,000 per year

Work Location: Hybrid remote in Toronto, ON M5T 3A8

Travel Required: Occasional travel within Canada

Application deadline: Friday June 26th, 2026

Company Overview

At the heart of the magnetic and dynamic Canadian music industry is FACTOR — **The Foundation for Assisting Canadian Talent on Recordings**, the non-profit widely recognized across the country as the gateway into the music industry. In the coming year, FACTOR's mandate continues to grow and become even more strategic. Not only will FACTOR's team be responsible for distributing millions of dollars to support artists and industry programs, but we will also be tackling some of the most important topics facing our industry today, including AI, new avenues of revenue for artists and the ever-important live music culture.

FACTOR is a partner to those creating or amplifying Canadian music for audiences across our country and around the world. Our staff is made up of music fans who want to proudly play a role championing and accelerating the success of Canada's vital voices.

If you want to explore a fascinating industry, play a key part in the success of the FACTOR team, and have a passion for supporting Canadian culture and music, this is the role for you.

Position Summary

The Manager, Community Programs is responsible for the development, delivery, and evaluation of FACTOR's community-focused programs, including Collective Initiatives, Sponsorship, and Festival Support. This role leads program operations, builds strategic partnerships, manages funding and outreach activities, and ensures programs align with FACTOR's mission to advance Canadian music and talent development across the country.

The ideal candidate is a collaborative leader with strong program management experience, excellent relationship-building skills, and a passion for supporting Canada's creative industries and diverse communities.

Key Responsibilities

Program Development & Management

- Design, implement, and oversee community programs, grants, workshops, and outreach activities.
- Monitor program performance, timelines, budgets, and deliverables.
- Evaluate program impact through data collection, reporting, and stakeholder feedback.
- Recommend improvements based on community needs and industry trends.

Community Engagement & Partnerships

- Build and maintain relationships with National Service Organizations, Provincial Music Associations, community groups, and industry stakeholders.
- Develop outreach strategies to increase awareness and participation across diverse communities.
- Represent FACTOR at industry events, conferences, and community meetings.

Funding & Administration

- Manage program budgets, funding allocation, and financial tracking.
- Prepare reports and funding summaries for leadership and external stakeholders.
- Ensure compliance with organizational policies, grant requirements, and equity objectives.

Equity, Diversity & Inclusion

- Champion inclusive programming supporting underrepresented and emerging creators, in alignment with Canadian Heritage requirements.
- Incorporate accessibility and equitable participation practices into all initiatives.

Qualifications

- Bachelor's degree in Arts Administration, Communications, Community Development, Music Business, or a related field.
- 5+ years of experience in people management and program management, community engagement, nonprofit administration, or the music/arts sector.
- Demonstrated experience managing partnerships, events, or grant-based initiatives.
- Strong understanding of Canada's music and creative industries.
- Excellent written, verbal, and presentation communication skills.
- Experience working with diverse communities and applying equity-focused approaches.
- Proficiency with Microsoft Office (particularly Excel), project management tools, and CRM/database systems.

Preferred Qualifications

- Experience in the nonprofit, arts, or cultural funding sector.
- Knowledge of Canadian music ecosystem stakeholders and industry trends.
- Bilingualism (English/French) is considered an asset.

Core Competencies

- Leadership and collaboration
- Strategic thinking and program evaluation
- Relationship and stakeholder management
- Budget and project management
- Communication and community engagement
- Equity and community-centered practice

Benefits:

We believe great work happens when people feel supported and valued. That's why we offer a flexible schedule with work-from-home options, paid time off to recharge, and a casual, comfortable work environment. We invest in your future through RRSP matching and tuition reimbursement, and we make time to connect through company events that celebrate our team and our successes.

Hiring Process:

As a small, collaborative team, finding the right fit matters to us — for both you and us. Our hiring process includes three conversations: an initial discussion with our HR Lead/Consultant to review your experience and interest in the role, a meeting with select executive team members to explore cultural fit and collaboration, and a final conversation with the hiring manager, the Director Programs, to discuss qualifications, potential simulations, and alignment with our mission and values.

This posting is for an existing vacancy, and the role is posted on external job boards and our FACTOR careers site. Our goal is to fill this role as soon as possible. We're committed to keeping candidates informed throughout the process and appreciate the time and effort you put into your application.

We are an equal opportunity employer that promotes a diverse, inclusive and accessible workplace. By embracing diversity, we build a more effective organization that empowers our employees to be the best that they can be. We are committed to creating a working environment that is barrier-free and we are prepared to provide accommodation for people with disabilities.

FACTOR is committed to providing accommodations throughout the interview and employment process. If you require an accommodation, we will work with you to meet your needs.

Please send your resume to careers@factor.ca for consideration.

Note that throughout this application process you will be contacted by our HR team at LEVEL CONSULTING (@levelconsultingca.com), please check your emails/communication channels carefully.

Thank you!