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KWIC Job Posting Executive Director

Application Deadline: Friday, July 26, 2024, 4:00pm

The Kawartha World Issues Centre (KWIC) is seeking a dynamic leader with experience and passion for community-based education and positive social change. The executive director works closely with a talented and youthful staff team, an experienced Board of Directors, passionate volunteers and community partners. This is an opportune time to join our small team. Building on KWIC's legacy for innovative programming and partnerships, the executive director will co-shape the future of KWIC as we embark on a new strategic planning process. If you are a team-oriented, innovative, inclusive, creative and collaborative leader who can continue to engage and inspire our community, sustain and expand our work – keep reading!

Position Summary

Term: Permanent Salaried full-time (35 hours/week; flexible work schedule; paid lunch break; and an extended health, dental, and optical benefits package)

Starting Salary: \$54,631/year with opportunity for growth

Desired Start Date: August 12, 2024

Reporting To: KWIC Board of Directors

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Location: KWIC is based in Peterborough/Nogojiwanong, Ontario on the traditional territory and ongoing treaty lands of the Michi Saagiig Nishnaabeg including the First Nations of Alderville, Hiawatha, Scugog Island, and Curve Lake.

This position is currently a hybrid of working remotely from home and on-site. Typical schedule is 2 days remote and 3 in-person at the KWIC EYE Centre for Education | Youth | Environment, located at B101 in the Environmental Science Centre (ESC) at Trent University (1600 W Bank Dr, Peterborough, ON).

About KWIC

The Kawartha World Issues Centre (KWIC) is an award-winning, small not-for-profit and registered charitable organization that connects people to global issues and local initiatives that change how we understand the world and foster equitable and sustainable communities.

We make change happen through three key program areas: Community Education, Youth & In School Programs and Umbrella Support for Small and Emerging Community Initiatives. We explore global local issues from an intersectional approach.

KWIC strives to operate from a philosophy of harm reduction and is committed to working from within an anti-oppressive, anti-racist, decolonizing framework that is trauma-informed and values cultural humility and inclusiveness.

You can find more about KWIC's charitable purpose, programs, staff and volunteers by visiting our website: <https://kwic.info/>

Professional Attributes

- Strategic thinker, long-term planner, and action-oriented change-maker.
- Ability to develop multiple revenue streams, including grant funds.
- Relationship builder with experience engaging a variety of stakeholders.
- Committed to environmental and social justice with a passion for equitable and fair progress.
- Knowledge of best practices in human resources, employee relations, and NGO management.
- Effective, authentic, and clear communicator.
- Willingness to learn.

Responsibilities

1. Leadership, Programs & Human Resource Management (35%)

- Provide overall leadership to the organization, including overseeing the planning, implementation, evaluation, and reporting of the organization's programs and services in accordance with the operationalized strategic plan and funders' requirements.
- Oversee and maintain the KWIC EYE: Centre for Education | Youth | Environment.
- Provide day-to-day management including supporting and mentoring staff and volunteers.
- Foster effective teamwork and communication at all staff levels and maintain our positive work culture.
- In conjunction with the HR board committee and appropriate staff, lead HR management functions including recruitment, hiring, performance management and release of staff and volunteers.

2. Sustainability & Financial Management (30%)

- Secure funding for the operation of the organization, including the continuation of current programs and the development of new activities and services in collaboration with KWIC Staff and standing board committees.
- Oversee and work collaboratively with Administration Coordinator on financial administration (banking, reconciliation, bills, payroll, remittances) to ensure timely and accurate completion.
- Pursue opportunities to diversify our funding streams including grant applications and fundraising activities.
- Lead annual financial audit process with Administration Coordinator and Finance Committee.
- Collaborate with the Administration Coordinator and Finance Committee to develop and oversee budgets (ex. annual, program, grants, etc., and ongoing financial reviews).

3. Partnerships and Donor Relations (20%)

- Foster new and existing relationships with funders, donors, municipalities, government agencies, and partner organizations to sustain and increase the impact of our programs.
- Lead Program and Communications Staff in developing and implementing the communications strategy.
- Act as a spokesperson for the organization and participate in community-based committees that strengthen KWIC's networks.

4. Strategy and Governance (15%)

- Work with the Board of Directors and staff on implementing the strategic plan 2024-2027.
- Report to, and support, the Board of Directors and committees based on established goals and practices. Committees include but are not limited to: Finance and Human Resources, Programs, Nominations, and Fundraising.
- Ensure compliance to minimum standards in accordance with government legislation, regulations, and guidelines pertinent to the organization's role as an employer and nonprofit agency.

Requirements

- Three or more years' experience managing programs and staff, preferably within the not-for profit sector.
- A post-secondary degree in a related field.
- A collaborative working style, strong interpersonal skills, and enthusiasm for building partnerships.
- Proven track record of revenue development success.
- Demonstrated knowledge and commitment to social and environmental justice.
- Genuine interest and ability to work respectfully, reflectively, and collaboratively with a diverse team of staff and volunteers.
- Ability/comfort working in a digital environment (ex. Google drive, zoom, emails, online banking, etc.).

Additional Contract Details

- Probationary Period: Six months.
- Vacation: Starting at 2 weeks with a one-week closure during Christmas & New Years. KWIC observes June 21st National Indigenous Day.
- Other Paid Leave: 10 Sick Days, 3 Personal Leave Days.

How to Apply

Qualified candidates are invited to submit the following materials in a single PDF file to boardchair@kwic.info with the subject line "**Executive Director**" by the deadline of Friday, July 26, 2024, 4:00pm ET.

Please include: 1. Cover Letter (including where you found this job posting) 2. Current Resume and 3. Three References (2 of which must be employment references).

Please advise us at this time, if you require accommodation during the interview process.

We are grateful for the expression of interest and time in applying to this posting, however, due to the anticipated volume of applicants, we will follow-up only with candidates selected for the interview process.

KWIC Contact Information

Questions regarding the position and requirements, may be directed in confidence, to Sam Rockbrune, outgoing KWIC Executive Director, at sam.rockbrune@kwic.info OR Ryan Sisson, KWIC Board Chair boardchair@kwic.info.

KWIC invites applications from all qualified individuals. KWIC Is committed to a diverse and equitable workplace and welcome applications from Indigenous people, People of Colour, newcomers and immigrants, members of the 2SLGBTQI+ community, people of all genders and abilities, and members of other under-represented communities to apply. We encourage applicants to self-identify if they wish to do so.

We commit to making reasonable accommodations for those needing additional support and/or with disabilities, including during the interview process.

KWIC strives to operate from a philosophy of harm reduction and is committed to working from within an anti-oppressive, anti-racist, decolonized framework that is trauma-informed and which values cultural humility and inclusiveness.

We look forward to hearing from you.