



Toronto Kiwanis Boys & Girls Clubs

A good place to be

The Toronto Kiwanis Boys & Girls Clubs (TKBGC) is a not-for profit organization that works with inner-city children and youth to realize their full potential. TKBGC is a leading provider of quality before and after-school programs that contribute to the healthy physical, educational and social development of young people growing up in downtown Toronto. The Club has four locations, services over 1,300 members annually and is part of a collective of clubs across Ontario that assists more than 110,000 children, youth and their families.

Our Mission: To provide safe, supportive places where children and youth can experience new opportunities, overcome barriers, build positive relationships, and develop confidence and skill for life.

Position: Executive Director - The Executive Director is accountable to the Board of Directors and responsible for the delivery of the strategic plan in accordance with the Vision and Mission of the TKBGC.

Professional Qualifications

- 7-10 years of management experience, preferably within the non-profit sector.
- Demonstrated success in staff leadership and partnership development and practical experience in finance, strategic planning and other related experience.
- Previous work experience in the field of child and youth development, effective communication skills, desire to help others, confidence, strategic thinking abilities, hard work and dedication.
- Basic to advanced understanding of facility development and maintenance.
- Strong marketing, public relations and fundraising experience with the ability to engage a wide range of stakeholders.
- Ability to set and achieve strategic objectives, create and manage a budget and coach staff.
- Politically savvy; excellent written, verbal and listening communication skills with the ability to present to large and small groups.
- High energy with a positive attitude.

Primary Duties and Responsibilities

Working with and overseeing a diverse group of staff and volunteers, managing all operations including financial and risk management, fund development, human resources, community relations, and program management.

Leadership/Management

- Models a high a commitment to the Clubs Mission, Mandate and Core Values.
- Assumes full responsibility for the overall management and day-to-day operations of the Club.
- Ensures that Club programs take place in well-equipped, accessible, clean, inviting facilities.
- Identifies long-term strategic plans / goals and supports the development and implementation of ideas that meet the agencies current and future direction.
- Acts as lead spokesperson for the Club.
- Represents and/or delegates staff representation on internal / external committees with a focus on building strong professional relationships, inter-agency collaborations and partnerships to support the Club's mission and or meet the needs of the communities served.

- Communicates effectively with the staff team and deals with varied situations in an equitable, fair manner.
- Ensures that the organization protects privacy information as per legislation and maintains confidentiality.
- Uses communication skills (i.e. oral, written and listening) in a respectful and professional manner through clear, concise and knowledgeable language.

Human Resources

- Leads, coaches, develop and retains the organization's staff.
- Promotes a positive working environment through progressive human resource measures.
- Develops and maintains progressive methods to optimize employee performance.

Business/Finance

- Creates and monitors an annual budget and operational plan and 3-year strategic plan through the management team.
- Ensures compliance to legislation related to the financial functions of the Club.
- Ensures the ongoing financial stability for organizations through the establishment and implementation of sound financial practices.

Community Development

- Stays current with local child and youth issues as they relate to the management of the Club.
- Stays current with and ensures compliance with legislation impacting the Club.
- Advocates for community support on behalf of members, families for Club.
- Liaises and builds partnerships with other stakeholders in children/youth services for the betterment of the community including Boys and Girls Clubs of Canada.

Fundraising

- Oversees the development, implementation and evaluation of the Club's annual fundraising plan – including Major Gift and Capital Campaigns
- Ensures excellent customer service to donors including timely receipting, written and verbal information.
- Oversees a strong marketing platform that effectively demonstrates the impact of Club programs to the donors, funders and the general public.
- Ensures the development and implementation of a grant-seeking program that contributes strongly to the organizations financial stability.

Consumer/ Client/Community Responsiveness and Public Relations

- Facilitates responsive and accessible services for children, youth and families.
- Promotes and maintains high standards of fairness ethics, quality, transparency and accessibility in the workplace and in service delivery.
- Deepen and refine all aspects of communications - from web presence to external relations with the goal of creating/maintaining a strong brand

Board of Directors

- Utilizes staff input, research and/or committee work and policy recommendations to the Board.

- Supports the Board to conduct ongoing assessment of Board Member skills and assists with recruitment to improve the skill set of the Board.
- Assists the Board to create strategic plans as required (every 3-4 years).

Working Conditions

- Usually work in an office environment, but the mission of the organization may sometimes take the Executive Director to non-standard workplaces.
- The Executive Director will work a standard work week, but additionally will often work evening, weekends, and overtime hours to accommodate activities such as Board meetings and representing the Club at public and/or community events.

Application Deadline: August 23, 2019

Reply to: edsearch@believeinkids.ca

The TKBGC is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. We thank all applicants for their interest; however, only those considered for an interview will be contacted.