

## **Employment Opportunity**

### **Executive Director with the Global Youth Education Network Society (genius)**

**The host organization for Next Up (a national leadership training program for young people committed to social and environmental justice) and Organize BC (which offers training and capacity-building programs in engagement organizing)**

**Position:** Full-time permanent position, preferably based in Vancouver, BC, but we are willing to consider applicants in any of the cities where Next Up offers programs including Toronto, Ottawa, Winnipeg, Saskatoon, Regina, Edmonton or Calgary. The position may be combined with coordination of the BC or Saskatchewan Next Up programs if the selected candidate is based in either of those provinces and wishes to do more direct programming and education as part of their job.

**Compensation:** Starting salary range of \$63,000 to \$74,000, depending on successful candidate's level of experience. In addition, genius provides generous holidays and an employer-paid benefits package (including comprehensive health and a matching RRSP contribution plan).

The Global Youth Education Network Society (genius) is a registered charity that works to build capacity in the progressive social change sector through various projects. We have four areas of focus: leadership development, civic engagement, intergenerational collaboration, and project incubation. genius' flagship program is Next Up, a youth leadership program now operating in seven cities in Canada. Other programs include Organize BC, the Climate Leadership Program, and FrontRunner.

We are seeking a focused, passionate, and experienced person as the organization's Executive Director to take our work into its next stage of growth and impact. The role demands an exciting vision for progressive social change, excellent management and organizational skills, deep knowledge of progressive social movements in Canada, intersectional analysis, successful fundraising experience, and experience as an educator/trainer (including designing and delivering trainings and facilitating diverse groups).

#### **About the position**

This is the senior leadership position in the organization with overall responsibility for genius' operational and financial integrity. It exists to ensure the smooth internal functioning of genius as a charitable social justice organization, and to support the organization in carrying out its mandate. This position reports to the genius Board of Directors, and supervises staff and contractors across the country (this position has five direct reports). Its primary responsibility is to ensure the organization's mandate is being met and that program, financial, and human resources oversight is appropriate. It shares some organizational leadership responsibilities with the Next UP Program Director who is located outside of BC. Specific responsibilities and duties include:

- Oversee the planning, implementation and evaluation of the organization's programs and services across Canada.
- Provide visionary leadership to ensure the continuing improvement of genius programs.

- Prepare and manage annual organizational budget, monitor monthly finances, forecast and identify financial problems, and make recommendations to strengthen the organization's long-term financial health.
- Develop and execute fundraising plans for all genius programs (maintain relationships with core funders, write grants, strengthen individual and organizational donations).
- Manage human resources (ensure HR policies and procedures are in place and followed, comply with all relevant law, and support an empowering work environment).
- Provide direct supervision and active mentorship to staff. Support collaborative team-based work styles.
- Lead strategic planning processes and develop implementation plans to support the organization's strategic goals.
- Ensure the smooth functioning of internal administrative systems and daily operations. Work collaboratively with direct reports to ensure effective operational and administrative practices are in place across the organization.
- Depending on location and fit: Coordinate and deliver the Next Up programs in BC or Saskatchewan

Note: Many of the activities involved in the management of the organization's functions are delegated to other members of the staff team, but this position has ultimate responsibility for ensuring that appropriate systems are in place and that related activities are carried out effectively.

#### **QUALIFICATIONS:**

- A minimum of five years experience working in the non-profit sector, with at least two of those in a leadership position within the sector.
- A minimum of three years experience as an educator or trainer with adult learners. This would include experience with group facilitation and processes.
- Demonstrated experience of progressive management in a non-profit charitable sector organization.
- Deep understanding of progressive social movements and their history, and excellent knowledge of the core issues/challenges currently facing social movements. A solid understanding of intersectional and anti-oppression analysis is necessary, as well as comfort dealing with social, inequality, climate and economic policies.
- A demonstrated track record of working with progressive social change movements/organizations.
- Knowledge of all federal and provincial legislation applicable to voluntary sector organizations including: employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage, etc.
- Knowledge of current community challenges and opportunities relating to the mission of the organization.
- Experience with budgeting processes at the program and organizational level.
- Knowledge of human resources, financial, and project management.

- Comfort working in a Mac environment, and a knowledge of or ability to learn Dropbox, NationBuilder and Asana.

**A more detailed Job Description is available on our genius website.**

**About our work environment:**

We pride ourselves on fostering a collaborative, supportive, friendly, and healthy work environment. Our staff are highly committed to the organization and its success. Our workplace culture values inspiring leadership that draws the best from others, effective teamwork, respectful and inclusive relationships, excellence, solidarity with the groups and social movements with whom we work, and effective communication. Our staff work across the country in a mutually supportive manner and with a good deal of independence.

We will be reviewing and interviewing applicants on a rolling basis until we find the right candidate for the job, so the sooner you apply the better.

We value the contributions of people from equity-seeking groups bring to our organization, leadership, and movement building. We encourage applications from LGBTTTQ+ people, Indigenous peoples, people of colour, low-income earners and the unemployed, immigrants and refugees, and people with disabilities or another equity seeking group with which you identify. If you wish to identify as belonging to an equity-seeking group(s), please feel free to indicate so in your cover letter.

**To apply**

**Application process**

Please combine your resume, 3 reference contacts, and cover letter in one pdf document with the file name: firstname\_lastname\_ED.pdf and send it by email to admin@geniusgenerations.org. **Please use this subject line for your email to us: ED job application.** We will be reviewing and interviewing applicants on a rolling basis, so the sooner you apply the better.

Our websites:

[www.geniusgenerations.org](http://www.geniusgenerations.org)

[www.nextup.ca](http://www.nextup.ca)

[www.organizebc.ca](http://www.organizebc.ca)

**We thank all applicants, but only those selected for an interview will be contacted.**