



Job Title

Executive Director for the Global Youth Education Network Society (genius)

Location

Vancouver, BC

Job Purpose

The Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors.

Responsible to

The genius Board of Directors

Summary of primary job functions

Genius runs leadership-development and capacity-building programs for progressive social movements across Canada. Its flagship program is Next Up, a leadership program for young people (age 18-32) committed to social, economic and environmental change, now operating in five provinces. Next Up runs both multi-month programs and weekend intensives, as well as special programs for Indigenous youth and climate-focused work. Other active genius programs include Organize BC and Canroots, Indigenous Youth in Action and the Climate Leadership Program. Genius also serves as an incubator for new youth-led initiatives/organizations such as FrontRunner and Spirited Social Change.

The Executive Director is responsible for establishing and executing major goals and objectives for the organization. Implements policies established by the board of directors. Provides leadership, direction and guidance of organization's activities. Analyzes and evaluates the effectiveness of all organization operations. Develops and maintains organizational structure and effective personnel. Hires and supervises some staff and contractors. Coordinates major activities delivered by staff and contractors across the country, and appraises assigned personnel. Serves as primary fundraiser for genius programs across the country. Represents the organization to regulatory bodies, other agencies, community and civic organizations, donors, funders and supporters, and the general public.

This position will spend approximately 60% of their time as the ED of genius, and ~40% of their time will be sent directly Coordinating and Delivering the Next UP programming in BC. There will be a shared leadership load with the Operations Manager and the Next UP Program Manager, based outside of BC, who will also have organizational management responsibilities and who acts as the Next UP Program Director.

Duties and responsibilities

Leadership

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization



- Act as a professional advisor to the Board of Director on all aspects of the organization's activities and strategic planning
- Foster effective team work between the Board and the Executive Director and between the Executive Director and staff
- In addition to the Chair of the Board, act as a spokesperson for the organization
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate
- Provide programming leadership to the core projects of genius
- Bring strategic movement-building analysis to the organization and its programs (the ED should have deep understanding of progressive movements/history, strong social change analysis, and embed these ideas within the core programs of genius)
- Model authentic, compassionate and inspiring leadership (given that genius is a leadership training organization)

Operational planning and management

- Develop an operational plan that incorporates goals and objectives that work towards the strategic direction of the organization
- Ensure that the operation of the organization meets the expectations of its stakeholders
- Oversee the efficient and effective day-to-day operation of the organization
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate
- Ensure that personnel, participant, donor and volunteer files are securely stored and privacy/confidentiality is maintained
- Provide support to the Board by preparing meeting agenda and supporting materials
- Ensure the organization is in compliance with all relevant federal and provincial laws where genius operates (such as workers compensation laws, employment standards laws, federal charities' law, non-profit acts, etc.)

Risk management

- Identify and evaluate the risks to the organization's people (board, staff, management, program participants, volunteers), property, finances, goodwill, reputation and image, and implement measures to control risks
- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage
- Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage
- Ensure all program participants are aware of relevant organizational policies (such as anti-harassment)



Fundraising, Financial planning and management

- Work with staff and the Treasurer and Board to prepare a comprehensive organizational budget
- Work with staff to secure adequate funding for the operation of the organization and its programs
- Research funding sources, oversee the development of fundraising plans and write funding proposals to increase the funds of the organization
- Participate in fundraising activities as appropriate
- Maintain solid relationships with core funders in all the cities where genius operates
- Approve expenditures within the authority delegated by the Board
- Work with the organization's bookkeeper to ensure that sound bookkeeping and accounting procedures are followed
- Ensures that operating results established in the annual budget are achieved and the control of operating expenses within budget
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization
- Ensure that the organization complies with all legislation covering taxation and legal filings

Program planning and management

- Oversee the planning, implementation and evaluation of the organization's programs and services
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality
- Oversee the planning, implementation, execution and evaluation of special projects

Coordination and delivery of Next Up programming within British Columbia, which includes:

- Coordinate Next Up programs (full-year programs, intensive programs, and other projects)
- Organize session speakers and logistics
- Project outreach and development of outreach materials
- Plan and coordinate program sessions and activities
- Attend program sessions and corresponding with participants
- Encourage and track attendance
- Update online program documents and use collaborative online platforms
- Update participant information in NationBuilder
- Liaison with the other NU Coordinators
- Support program participants
- Provide program updates for the NU newsletters
- Maintain relationships with program funders
- Help with fundraising for their city program
- Check-ins with their direct Supervisor support position



- Coordinate Advisory Committee [AC] meetings and communicating with AC members
- Store minutes from AC meetings
- Maintain a program budget within spending parameters
- Invite AC members, funders, and supporters to appropriate events.
- Use of a genius email
- Submit monthly expense claim forms for program expense incurred
- Participation in team staff meetings

Human resources planning and management

- Determine staffing requirements for organizational management and program delivery
- Oversee the implementation of the human resources policies, procedures and practices
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- Recruit, interview and select staff that have the right technical and personal abilities to help further the organization's mission
- Ensure that all staff receives an orientation to the organization and that appropriate training is provided
- Oversee performance management processes for all staff, which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review for those who directly report to the ED and ensuring that performance reviews are conducted in a timely manner by Program Directors for the staff that they oversee
- Coach and mentor staff as appropriate to improve performance
- The roles that directly report to this position are: genius Operations Manager, Next UP Program Director, genius Bookkeeper and the Organize BC Co-Directors
- Support staff to be able to offer guidance and support for other staff
- Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures

Community relations/advocacy

- Represent the organization at community activities to enhance the organization's community profile
- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization



Qualifications / Experience

Skills

- Demonstrated experience of progressive management in a non-profit charitable sector organization
- Knowledge of leadership and management principles as they relate to non-profit/ charitable organizations
- 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 policy.
- 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 or organizational level
- Knowledge of human resources, financial and project management
- Comfort using Macs
- Comfort using, or the ability to learn to use, Dropbox, NationBuilder and Asana.
- A minimum of 3 years experience as an educator or trainer. This would include experience with group facilitation and processes
- A minimum of 5 years experience working in the non-profit sector with at least 2 of those in a leadership position within the sector

Personal characteristics

The Executive Director should demonstrate competence in some or all of the following:

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Behave Ethically:** Understand ethical behaviour and business practices. Ensure that one's own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.



- Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities.
- Focus on Stakeholder Needs: Anticipate, understand, and respond to the needs of internal and external stakeholders to meet or exceed their expectations within the organizational parameters.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of the organization.
- Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Think Strategically: Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization.

Working Conditions

- The Executive Director usually works in an office environment in Vancouver, but the mission of the organization may sometimes take them to non-standard workplaces.
- The position requires a fair amount of travel to the various cities where genius operates programs.
- This is a salaried position and the ED is expected to work hours as needed to complete the organizational mission. Next Up generally runs its programs in the evenings and weekends, to accommodate participants who also work or study full-time.

Benchmarks

- On an annual basis the Executive Director will be evaluated in a comprehensive evaluation process that pulls together feedback from a variety of stakeholders including (but not limited to): board members, genius staff/contractors, program participants (where applicable), community advisors/funders and the Executive Director (through a self-evaluation).
- The Executive Director's performance will be assessed as part of the annual benchmarking process. It will be measured against a set of SMART goals developed based on the annual plan, and which should include goals such as financial performance to budget, developing an increasingly competent set of direct reports, growth in programs and scale, etc.



- Following the evaluation process the Chair of the Board of Directors along with another board member will discuss the feedback collected and work with the Executive Director to develop goals and outcomes for the upcoming year.