

Job Description

Executive Director



Organization: Dare to Care Bully Prevention & Life Skills Inc.

Application Deadline: Until a successful candidate is found

Position Type: Full-time

Compensation: \$90,000 to \$110,000 per annum

Location: Calgary / Edmonton

Background

Dare to Care was founded in 1999 to address the pervasive and crippling impact that bullying continues to have on children, youth and adults to this day. In 2018 our programs expanded to the sports sector where it has made a meaningful, immediate and lasting impact with players, coaches and parents.

Today Dare to C.A.R.E (commitment, advocacy, relevance and excellence) is a practical and comprehensive bully prevention program delivered across Canada in both online and in-person modalities. This proven and award-winning program has worked with more than one million participants and continues to create communities where bullying behaviour is unacceptable and kindness becomes the dominant force.

Position Summary

The Executive Director is the most senior staff position within Dare to Care (“D2C”) and is responsible for leading the organization’s day to day activities in alignment with the long-term strategic plan, annual business plan and the strategic direction set in collaboration with the Board of Directors. The role is responsible for D2C’s operational activities, with support from team members, which include, but are not limited to, the oversight of the people & culture, finances, technology, innovation, and programs. The Executive Director represents the organization to numerous external organizations including, sports and educational communities & professionals, federal, provincial and local governments, regulatory bodies and other government agencies, community and civic groups, donors, funders and other supporters.

Responsibilities

Strategy & Business Planning

- Lead the strategic planning process with support from the Board of Directors. Obtain approval of the Strategic Plan from the Board of Directors,
- Create the annual business plan aligned with the strategic plan and obtain the Board of Directors input and final approval,
- Act as the single point of accountability to execute the strategic plan and annual business plan(s), and
- Continuously monitor the competitive landscape, evolving trends and opportunities in the space in which D2C operates.

People & Culture

- Lead and mentor a team of between 3 to 6 full time / part time employees along with 3rd party facilitation specialists,
- Responsible for culture and people; build a cohesive, productive multi-disciplinary team,
- Create and monitor employee objectives, including bi-annual employee reviews,
- Plan and execute weekly team meetings and regular “one-on-one” update meetings with direct reports,
- Collaborate with the Board of Directors to update, create and implement policies, and procedures, as needed, and
- Participate as an active member of the Human Resources & Governance Committee (“HRGC”).

Financial Oversight & Funding

- Prepare and obtain approval of the annual operating budget (12-month detailed budget),
- Analyze the operating budget monthly explaining and actioning key variances – actual vs budget,
- Lead and finalize the annual audit engagement,
- Oversee the organization’s 3rd party bookkeeping services,
- Secure funding aligned with the strategic and annual business plans through corporate partnerships/sponsorships, government (federal / provincial / local,) grants via private and public foundations, and individual donors,
- Oversee the reporting in association with the fundraising that supports core programs, and
- Act as a dual signing authority as per D2C by-laws.

Operations

- Oversee the day-to-day activities of D2C in an efficient and effective manner,
- Manage the school program clients; act as the key contact for billing, accounts receivable, material distribution, and portal access,
- Anticipate and identify resource needs of the organization including but not limited to, staff complement, equipment, information technology and 3rd party resources,
- Manage and report on the pipeline of clients for both sports and education programs, anticipating gaps and adjusting schedules as required,
- Responsible to ensure program materials are created, revised or eliminated, as required,
- Continuously monitor the competitive landscape, evolving trends and opportunities in the space in which D2C operates, and
- Participate in Board of Directors and committee meetings, as required.

Community Relations & Advocacy

- Foster strong working relationships with key 3rd party organizations including, but not limited to, sports and educational organizations, not for profits, corporations, government (federal, provincial, local) and other funders (foundations and individuals),
- Represent D2C at industry trade shows, conferences, summits, community activities.; present at these events as required, and
- Lead the work required to enhance and communicate the D2C vision, mission, and brand.

Reporting

- Prepare and present a monthly report on critical operational items (operational and financial),
- Create a quarterly annual business plan progress report,
- Prepare and present a report of high-level operational topics for information purposes or decisions at each Board of Directors meeting,
- Complete and submit all required government and private funding reports, and
- Oversee the completion of annual government reports; T3010 Registered Charity Information return, Form 4022 Annual Return, Statistics Canada Capital Expenditure Report and required updates of Board Members on the federal government web site.

Education, Work Experience, Knowledge & Skills, Office Environment

- University degree or college diploma in a related field.
- 5 to 8 years of experience within a program delivery focused organization.
- Not for profit experience is an asset.
- Proven experience leading a collaborative team.
- Strong analytical and problem-solving skills.
- Self-starter with an entrepreneurial mind set.
- Prior grant writing and fundraising experience.
- Superior relationship management, communication (oral & written) and interpersonal skills.
- Experience reporting to a board of directors is an asset.
- Experience with Microsoft Office 365 / Teams / Zoom / other.
- Approximately 20% overnight travel.
- D2C does not maintain office space, thus employees are required to work from a space that is conducive to conducting business in a professional manner.

Application Process

Please forward your cover letter and resume in PDF format to:

Dare to Care Executive Director Search Committee
HR@daretocare.ca

Application Deadline: N/A - until successful candidate is found

Dare to Care is dedicated to employment equity and fostering diversity within the workplace in order to build an inclusive workforce where all employees have the opportunity to reach their potential. Dare to Care provides equal employment opportunities to employees regardless of their gender, race, religion, age, ability, sexual orientation, or marital status. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance. We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the recruitment team by email. All information provided will be treated as confidential and used only to provide an accessible candidate experience.

Candidates must be legally eligible to work in Canada. Regrettably, we are unable to sponsor employment visas.

Please note that the incumbent for this position will be required to undergo a confidential employment background check, including but not limited to, education confirmation and a vulnerable sector screening.