



P.O. Box 895
Peterborough ON K9J 7A2
Phone: (705) 748-1680 Email: info@kwic.info
FB: KWICPeterborough Twitter: KWICnews

Kawartha World Issues Centre (KWIC) Job Posting: Executive Director

EXTENDED Application Deadline: Sunday, Dec 5th, 2021 @ 11:59pm

Are you a creative, collaborative leader with a passion for transformative community change?

Do you value community partnerships and life-long learning from diverse perspectives?

Have you experience – or an aspiration to lead a small, dynamic organization that has deep roots and relationships in a caring, active community?

If you've answered YES, keep reading – this could be your dream job!

Why Join KWIC?

KWIC is an opportunity of a life time to expand your world while working with genuine, passionate staff and volunteers to effect local change on global issues, such as climate change and gender equity – through the lens of prioritizing Indigenous Leadership and leaving no one behind in this work.

We are an award winning, charitable Global Education and Education Centre that connects people to global issues and local initiatives that change how we understand the world and foster equitable and sustainable communities.

The opportunities for personal learning and networking are vast, as KWIC is uniquely situated within the Trent University and broader communities, and regionally connected through the Ontario and Canadian Councils for International Cooperation, and international networks.

We are committed to working from within an anti-oppressive, anti-racist, decolonizing framework that 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/>

Position Summary

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.



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Term: Permanent Salaried (full-time) at 35 hours/week and a flexible work schedule

Starting Salary: \$51,500/year with opportunity for growth, paid lunch break; and an extended health, dental, and optical benefits package

Desired Start Date: January 2022 (with flexibility)

Reporting To: KWIC Board of Directors

Application Deadline: Sunday, Dec 5th, 11:59pm

Work Location: Hybrid option to work from home and on-site for the right candidate

KWIC is based in Peterborough/Nogojwanong, 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.

Onsite office locations presently require staff and volunteers to demonstrate proof of COVID19 vaccination.

Professional Attributes

- Strategic thinker, strength-based leadership and justice-oriented change-maker;
- Ability to pursue diverse revenue streams, for example, through grant funds and sponsorships;
- Passionate community collaborator and partner;
- Experience in staff and/or volunteer management;
- Effective, authentic, and clear communicator;
- Willingness to learn.

Responsibilities

1. Programs & Human Resource Management (35%)

- Oversee the planning, implementation, evaluation, and reporting of the organization's programs and services in accordance with the operationalized strategic plan and funder requirements;
- Provide day-to-day oversight and management support to staff and volunteers;
- Foster effective teamwork and communication with all staff to maintain our positive work culture;
- Oversee HR management functions, in conjunction with the KWIC Board HR Committee.

2. Sustainability & Financial Management (30%)

- Ensure existing funder deliverable are met and pursue new opportunities to diversify funding;
- Develop and monitor budgets, and conduct the annual financial audit.

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;
- Support program and communication staff in 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 to develop and operationalize a new strategic plan
- Report to, and support, the Board of Directors and committees, that include but are not limited to: Finance and Human Resources, Program, 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 and/or other relevant education and experience;
- A collaborative working style, strong interpersonal skills, and enthusiasm for building partnerships;
- Proven track record of revenue development success;
- Genuine interest and ability to work respectfully, reflectively, and collaboratively with a diverse team of staff and volunteers.

Additional Contract Details

Probationary Period: Six months

Vacation: Starting at 2 weeks with a one-week closure during Christmas & New Years

KWIC Holidays: 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 jobs@kwic.info with the subject line "Executive Director" by the deadline of Sunday, Dec. 5th, 2021, 11:59 pm ET: **1. Cover Letter** (including where you found this job posting) **2. Current Resume** and **3. Three References** (2 of which must be employment references)

You will receive an email response confirming that your application has been received. We are grateful for the expression of interest and time in applying to this posting, however, we will follow up only with candidates selected for the interview process. *Please advise us at this time if you require accommodation during the interview process.*



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KWIC Contact Information

Questions regarding the position and requirements, may be directed to Julie Cosgrove, KWIC Executive Director, at julie@kwic.info or 705-304-1314.

Interviews: December 9th and 10th

KWIC invite 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 2SLGBTQ+ 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.