

Project C.A.N.O.E. (Creative and Natural Outdoor Experience Inc.)

Executive Director (full-time permanent)

Project C.A.N.O.E. is seeking an Executive Director to provide strong and passionate leadership for its mission of helping youth, who face economic, social and behavioural challenges in their lives, build more positive futures.

Established in 1976, Project C.A.N.O.E. is a registered charity which provides wilderness canoe trips and other year-round supportive experiential activities and opportunities to youth (aged 13-17) who are drawn primarily from Children's Aid Societies, children's mental health agencies and Toronto's high-priority communities. Since the Organization's inception, more than 2500 youth have benefited from Project C.A.N.O.E.'s unique program approach which features a low staff to youth ratio and an emphasis on building on the inherent strengths of each individual participant.

Reporting to the Board of Directors, the Executive Director of Project C.A.N.O.E. assumes the central role of leading this vital youth development organization. The Executive Director responsibilities and opportunities include:

Strategic Leadership:

The Executive Director is the strategic leader of the Organization in all aspects of its work.

Fundraising & Promotion:

The Executive Director is the primary fundraiser for the Organization and is responsible for developing and implementing an annual fundraising and promotion plan. The plan is developed with the assistance of the Fundraising Committee and is presented to the Board. All fundraising and promotion activities are designed to respect the confidentiality and dignity of the Organization's youth participants.

The Executive Director must maintain relationships with various funding agencies as well as promote the Organization to funders, potential funders and to other organizations that serve our population and/or provide similar program experiences.

The Executive Director is responsible for promoting the Organization and maintaining its profile in the youth, outdoor recreation and charitable organization industries. In addition, the Executive Director is responsible for all publicity and communications, including production of the newsletter, updates to the website and other promotional materials.

Board Administration:

Keeping sight of the mission, goals and mandate of the Organization, the Executive Director guides and provides administrative assistance to the Board in its functions. This includes serving on the Executive,

Governance, Finance and Fundraising Board committees. The aim of the committees is to address issues in-depth and work on initiatives to improve these areas of the Organization.

Leadership Team Support:

The Executive Director supervises and supports the Program Director and the Youth Development Director as they implement the Organization's programs and develop nurturing relationships with youth and their caregivers. It is imperative that the Executive Director encourages commitment to the youth with whom we work, and ensures that Leadership Team works within the philosophy and framework of the Organization.

Organizational Administration:

The Executive Director is responsible for financial management and administration of the Organization, including preparing the annual budget, preparing for the annual audit, keeping abreast of accounts and investments, and managing payables, receivables, petty cash and payroll.

Additionally, the Executive Director prepares an Annual Plan which reflects the Organization's overall Strategic Plan. The Executive Director reports on progress towards the goals of the Annual Plan at each Board meeting.

The Executive Director facilitates the updating of the Organization's By-laws, policies, procedures, Risk Management Policy and Strategic Plan. Also, the Executive Director keeps the Organization in good standing with respect to charitable status, incorporation, insurance, taxation and memberships in other organizations.

The Executive Director's administrative duties include those directly related to the position, as well as maintaining the database, keeping contact with members of the organization, correspondence, mailings and general office work.

Program Support:

The Executive Director assists the Youth Development Director to build relationships with youth and to fortify their "circle of care" as well as by helping to establish program partnerships. These partnerships are formed with various youth agencies and programs when it is deemed beneficial to add a canoe trip experience to the agency's or program's existing opportunities.

The Executive Director assists the Program Director with promoting the program and supports the development of the emerging year round program. The Executive Director assists the Program Director in emergencies and evacuations while trips and other activities are in session and is the Organization's media spokesperson in all incidents.

The Executive Director acquaints with the summer staff and educates them about the functioning of the Organization by participating in staff training sessions or the staff training canoe trip.

Skills and Qualifications:

- Proven fundraising and promotion ability
- Experience in a management position , preferably within a non-profit organization
- Experience working with a Board of Directors
- Experience in staff management
- Experience in organizational administration, including computer literacy
- Knowledge of Project C.A.N.O.E.'s youth population is desirable
- Understanding of and interest in canoe tripping/camping or other outdoor activities
- Valid Driver's License

Requirements:

- Submit resume to the Project C.A.N.O.E. Hiring Committee
- Selected candidates will be invited for an interview with the Hiring Committee
- At least three references
- Criminal Reference Check

Status: The position of Executive Director is permanent, full-time.

Location: Project C.A.N.O.E.'s Toronto office is at 221 Broadview Avenue.

Salary: Project C.A.N.O.E. offers a salary in the range of \$48,000 - \$58,000, commensurate with qualifications and experience.

This position involves some evening and weekend work and occasional travel to Temagami, with overnights at our base camp. There is flexibility in the other hours worked.

Please submit your letter of application and resume by email to the Chair, Hiring Committee, Project C.A.N.O.E., no later than Wednesday, September 10th, 2008. The email address is employment@canoe.org

We appreciate the interest of all applicants, but will contact only those who will be interviewed.

More information about Project C.A.N.O.E. is available at: www.canoe.org