

Executive Director - Big Brothers Big Sisters, Serving Grand Erie, Halton and Hamilton

Posted On: June 13, 2024

Closing On: June 28, 2024

Location: Hamilton, Ontario

Employment Type: Full-Time, hybrid

Salary Range: \$110,000 to \$130,000

Website: www.MentorsForKids.ca

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THE OPPORTUNITY

Big Brothers Big Sisters, Serving Grand Erie, Halton and Hamilton (BBBSGEHH) is seeking a strategic and inspiring Executive Director (ED) to lead an organization that is making a powerful impact on youth in Halton, Hamilton, and Grand Erie. Recently celebrating 100-years in the region, this is an exciting time to join us to strengthen and further develop programming for youth in the region.

Reporting to the Board of Directors and managing a staff team of 15, the successful candidate will possess a growth mindset and excellent change management skills with a proven track record of building relationships with diverse audiences and communities. A collaborative yet decisive leader, the new ED will be outcome-focused with the ability to execute strategic and operational plans with an eye toward continuous improvement, strengthening the impact of our programs and building greater sustainability. An experienced and highly adept leader of people and projects, the new ED will unite staff, volunteers, supporters, and the communities around our important vision and mission.

The agency operates in a hybrid environment, with operations at our office in Hamilton. The ED will regularly travel for meetings and events within the regions we service.

ABOUT BIG BROTHERS BIG SISTERS

MISSION & VISION

Our Mission is to enable life-changing mentoring relationships to ignite the power and potential of young people. **Our Vision** is that all young people realized their full potential.

Big Brothers Big Sisters is part of the Big Brothers Big Sisters of Canada Federation, comprised of over 100 member agencies across Canada. Big Brothers Big Sisters has provided quality mentoring programs to young people for over 100 years, and locally since 1921.

BBBSGEHH was formed through a merger of the Halton and Hamilton member agencies. In 2022, the service delivery region was expanded to include Grand Erie.

Last year, 1,750 young people were served locally through our seven core mentoring programs.

ORGANIZATIONAL GOALS

We will collaborate and engage with our community. This means we are building partnerships and advocating for self-led, evidence-based program-building to best serve our targeted beneficiaries.

We will provide enriching, innovative mentoring programs that honour the principles of equity, diversity, inclusion and belonging. This means we are serving more kids, who need it the most, maintaining quality impact and an enhanced experience. We have worked towards a culture of meaningful inclusion and strive to maintain satisfaction scores for young people, guardians, educators and volunteers.

We will be a nimble, resilient organization. This means we are increasing fundraising targets while improving efficiency in our operations.

We will invest in our people. This means we aspire to increase and maintain employee engagement and well-being scores.

VALUES & CULTURE

Collaboration: We create the most impactful results when connections and collaboration with young people, our staff, volunteers, parents/guardians, partners and supporters are significant and strong. We are committed to ensuring that the voices of youth lead our work.

Inclusion: We strive to create a safe, welcoming, and accepting environment where everyone has a voice and is given opportunities for individual growth.

Innovation: We believe creativity, diverse thinking, continuous learning, and flexibility enable us to meet emerging needs and make the greatest impact on as many children and youth as possible.

Integrity: We work to build trust through living into accountability, responsibility, and authenticity.

Respect: We commit to demonstrating kindness, consideration, honesty, and equity so everyone feels empowered, valued, and supported.

Youth Outcomes: We hold ourselves accountable for delivering measurable, long-lasting outcomes that pave the way for young people to reach their full potential.

WHERE WE SERVE

Our service area encompasses Haldimand, Norfolk and Brant counties, and the regions of Hamilton and Halton. We are located on the traditional territories of the Haudenosaunee, Neutral and Anishinaabe peoples. Within our service borders, there are two tribal lands, Mississaugas of the Credit First Nation and Six Nations.

WHO WE SERVE

We serve young people between the ages of 6 – 17 that have three or more Adverse Childhood Experiences (ACES). These experiences can include abuse, neglect, mental health, domestic violence, poverty, food/shelter insecurity, etc). Most young people we serve have 5+ ACES.

PROGRAMS WE OFFER

Our agency uses a Developmental Relationships Framework, as developed by the [Search Institute](#), which is characterized by expressing care, challenging growth, providing support, sharing power and expanding possibilities to intentionally impact the lives young people in our programs.

Although our programs continuously evolve to meet the growing needs of our communities, we currently have two categories of service - 1:1 and group.

Current 1:1 Programs:

- **Community Based Mentoring:** Our traditional Big Brother Big Sister Program that matches an adult mentor to a young person on our waiting list for weekly 1:1 interactions. This program gives the match an opportunity to explore shared interests, develop new interests and explore their community, as well as surrounding communities.
- **In-School Mentoring:** Matches a young person with an adult for weekly interactions that take place during school hours and on school property. This program gives matches an opportunity to explore shared interests, develop new interests and helps to build a positive connection between the child and their school experience.

Current Group Programs:

- **GLOW, HEART and GAME ON:** These programs are school based and offer learning and support in peer relations, understanding healthy boundaries, making positive choices, improving self-confidence, self-esteem and self-advocacy.
- **Exploring Our Roots, Cultural Mentoring and Adventure Canada Connections:** These programs are offered to youth in the BIPOC and newcomer community. They can be school, or community based and offer the above, along a cultural component and an emphasis on celebrating identity and building a sense of community.
- **Allies:** This program is offered to youth in the 2SLGBTQIA+ community, as well as allies. These groups can be school, or community based and offer a safe space to learn, teach and share information related to their identity.

KEY DUTIES AND RESPONSIBILITIES

Leadership, Strategic Planning & Governance

- Provide strategic vision and leadership to help achieve BBBSGEHH's vision and mission
- Collaborate with the Board of Directors, senior leadership, community partners and clients to proactively identify strategic priorities and opportunities; and work with the Board to implement and deliver the strategic planning process and plan
- Lead the development and execution of the annual operational plan and budget, ensuring programs, metrics, and key deliverables are aligned with strategic priorities
- Lead organization's risk management through the identification, assessment, and mitigation of any risk that might compromise strategic and annual objectives, partnerships, reputation, and/or operations
- Lead implementation of innovative initiatives/ programming/ fundraising strategies
- Monitor and evaluate the performance of the organization, making necessary adjustments to ensure that the organization is delivering mandate
- Operational management; ensure organizational integrity and compliance with all relevant operational policies and regulatory legislation
- Advance the organizations' commitment to Equity, Diversity, Inclusion and Reconciliation by identifying priorities and actions that will support greater inclusivity diversity, equity and accessibility of our programs and services
- Be proactive and engaged on issues of national importance within the Big Brothers Big Sisters of Canada Federation and non-profit sector
- Lead and manage the relationship with Big Brothers Big Sisters of Canada
- Develop and manage strategic relationships on behalf of the organization with Donors, Corporations, Government to support the achievement of the mission and vision of the organization
- Manage board governance, inclusive of regular reporting to the board

Financial Management & Revenue Sustainability

- Oversee effective fiscal management and control systems to ensure adherence within required regulations and legislation
- Provide oversight and ensure the preparation and adherence to comprehensive annual budgets
- Administer the organization's funds according to the budget approved by the Board, including setting, monitoring, and approving all major expenditures, service contracts, and related activities
- Monitor and report on financial performance to the Board and institute remedial action as required
- Provide leadership in the execution of fundraising strategies including helping build a culture of philanthropy, sharing knowledge of best practices related to fundraising, and by modeling proactive donor and prospect relationship management
- Ensure the development of a diverse fundraising strategy and case for support that supports growth
- Outline and operationalize a major gift strategy as a key component to a diverse fundraising plan and sustainability

- Lead staff to ensure the required infrastructure to support diverse revenue channels and optimum donor relations
- Develop a donor stewardship model that is monitored regularly
- Support and guide fundraising volunteers to facilitate the development of new donor relationships during our annual fundraising campaign

People

- Lead staff in operationalizing strategic priorities, developing annual work plans and measuring outcomes
- Work collaboratively with senior staff to manage day-to-day operations and all organization assets, ensuring standards for program excellence, quality improvement, and maintenance of accountability structures
- Provide oversight and implement strategies to support and retain staff and volunteers
- Foster a culture that values respect, equity, diversity, inclusion, collaboration, teamwork and accountability
- Work with senior leadership, staff, volunteers and clients to identify and address challenges with a goal of unifying teams and individuals
- Provide progressive leadership to motivate, inspire, coach and empower high-performing teams
- Ensure all employees and volunteers are treated fairly and according to organizational values, policies and applicable employment laws
- Manage staff performance and growth inclusive of supporting and establishing staff learning and development plans

Community Relations

- Represent the organization by promoting the vision and impact of programs to inspire and encourage staff, volunteers, partners, donors and community members
- Identify, cultivate and enhance key relationships and alliances with a broad network of community organizations, corporations, foundations, and donors
- Make a concerted effort to learn from and build relationships with community groups that reflect the diverse range of individuals and groups we serve that live in the region to ensure our programs and services are reflective of our EDI goals
- Work with staff and volunteers to promote and enhance a strong BBBS brand, profile and reputation through excellent communications channels, impact reporting and resources
- Act as the primary spokesperson and attend community functions, media events and public meetings

QUALIFICATIONS & KEY COMPETENCIES

- Over 5 years of experience in an executive or senior leadership role in the non-profit, private or government sector
- A postsecondary degree or diploma in business administration, social work, or related field
- Demonstrated interest and commitment to the well-being of youth. Experience in a youth-serving organization preferred
- Track record of successfully developing, implementing and monitoring strategic and fundraising plans, including major gift campaigns

- Strong financial acumen, including demonstrated skills in financial oversight, financial reporting, operational budgets and the development and adherence of financial KPIs
- Proven success leading and building community programs
- Proven experience in project and change management with demonstrated strengths in leading organizations through growth opportunities
- Proven success building, leading, coaching, and retaining high-performing staff teams
- Experience working directly with a Board of Directors
- Proven ability to model transparency, collaboration and teamwork that builds commitment amongst staff, volunteers, and partners
- Future-focused with a growth mindset, and the ability to anticipate and proactively address opportunities, challenges, risks and trends
- Excellent skills in negotiation, strategic decision-making and problem-solving
- Exceptional verbal, written, interpersonal and presentation skills with high motivation and aptitude for communicating with various audiences
- Highly committed to ethics and accountability standards
- Knowledge and experience with the principles and tactics related to the effective management of volunteers
- Proven understanding and commitment to equity, diversity, inclusion, and reconciliation
- Demonstrated ability to influence, motivate and rally individuals and groups around a common cause
- Understanding of Government of Ontario Legislative requirements, including Employment Standards Act (ESA), Accessibility for Ontarians with Disabilities Act (AODA)
- Regular travel through the service region is required to meet with agency and other community partners; valid Ontario driver's license required

APPLICATION PROCESS

Big Brothers Big Sisters, Serving Grand Erie, Halton and Hamilton is committed to principles of anti-oppression and employment equity. We strongly encourage all interested candidates to apply.

If accommodation is required during the hiring process, please inform the hiring committee once selected for an interview. We thank all applicants but only those selected for an interview will be contacted.

Please send a cover letter, resume, and salary expectations to BBBSGEHH Board ED Search Committee at BoardHH@bigbrothersbigsisters.ca