

		Job Category:	Full-time, Term
		Job Title:	<i>Executive Director</i>
		Program:	ADMINISTRATION
Location:	Halifax	Position Type:	35hrs/wk, Mon-Fri
Wage Rate:	\$50,000-\$60,000/yr, plus benefits	Travel Required:	Yes, occasional
Apply online:	ILA website	Job Duration:	September 1, 2022 – August 31, 2023 <i>(flexible starting date)</i>

Job Description

POSITION PROFILE

Imhotep's Legacy Academy (ILA) is a university-community partnership that seeks to improve the representation of African Canadians in science, technology, engineering and mathematics (STEM) professions by providing opportunities for young learners of African descent to engage in activities designed to strengthen their STEM aptitude.

Reporting to the Board of Directors, the Executive Director leads the ILA team towards the achievement of the organization's vision and mission. She/he creates and maintains a high-performance environment, a strong cohesive team and is responsible for overall leadership and management of ILA. The Executive Director will provide input on key strategic decisions in order to implement systems to maintain stability and sustainability, and to monitor and execute the program.

The Executive Director actively leads and coordinates ILA in its development, planning, and implementation. He/she will identify new partnerships with educational institutions and other stakeholders to aid with developing, maintaining and evaluating the province-wide education programs that support ILA's mandate. The Executive Director will ensure adherence to the policies, guidelines and accountability structures for the organization.

Principal Accountabilities

Leadership

- Serves as a key champion for positive youth academic development.
- Promotes shared leadership and decision making.
- Motivates staff to pursue organizational goals and objectives.
- Effectively prioritizes and utilizes staff resources to meet tight deadlines.
- Provides flexible leadership for ILA in recognition of the complexity and scope of the systemic changes required to create and sustain a positive youth development movement in Nova Scotia.

Planning and Implementation

- Works within ILA's structure to ensure that the processes are integrated and managed in adherence to policies.
- Identifies sources and completes application for funding proposals to support ILA's programs.
- Oversees the implementation of ILA's Strategic Plan and Annual Work Plan.
- Manages the Performance Management Program for ILA staff.
- Manages ILA's partnership development, communications and public education strategies.
- Reports to the ILA Board of Directors, documents decisions and chronicles the evolution of ILA.
- Provides orientation and on-going education about ILA to its partners and affiliates.

Financial Resource Management

- Oversees the ILA budget to ensure optimal and appropriate use of resources.
- Actively leads ILA's comprehensive fund-raising effort.
- Oversees the coordination and tracking of all ILA's financial matters.
- Prepares annual budget(s) in conjunction with the ILA Board of Directors.
- Negotiates and manages all grants and contracts and oversees that all required reports are completed.

Partnership/Stakeholder Development

- Strengthens relationships between ILA and others whose interests are impacted by ILA strategies and activities.
- Networks with provincial and local, public and private organizations.
- Strengthens and enhances public, private, non-profit school-based and school-linked initiatives that support ILA goals and vice versa.

Public Policy Education

- Represents ILA and acts as a liaison to private and public partners at the local, provincial and federal levels.
- Introduces ILA goals and policy initiatives to stakeholders including province-wide and local policymakers, community-based organizations, advocacy coalitions, funders, and business leaders.
- Assists in the development of province-wide policies related to ILA's programs in Nova Scotia.
- Coordinates local, regional and province-wide advocacy efforts that support ILA's programs.
- Represents ILA at meetings, press conferences and before legislative bodies.

Core Competencies

- Relationship Building/Networking
- Team Leadership
- Strategic Thinking
- Decisiveness
- Communication

Authority

- Leads ILA managerial staff employees and fosters a team environment.
- Oversees all internal/external communications for the organization.

Position Requirements

- Bachelor's Degree in a related program.
- Bachelor's Degree or three (3) years related experience in educational programs.
- Bachelor's Degree or three (3) years related experience in a STEM program.
- Ability to plan, manage and execute at both the strategic and operational levels.
- Exceptional oral and written communications skills.
- Excellent proposal writing skills.
- Proven ability to be self-motivated, independent, set objectives and meet deadlines.
- Experience with financial management including budgeting, financial reporting and forecasting.
- Excellent research capabilities.
- Proficiency in Microsoft Office applications and web applications.
- Ability to work collaboratively with colleagues to create a results-driven, team-oriented environment.
- Ability to establish strong relationships with educational institutions, public and private stakeholders, community-based organizations, staff and students.
- Project Management experience is an asset.
- A Master's Degree in education or STEM is an asset.
- Demonstrated fund-raising ability is an asset.

Condition(s):

Offer of employment is contingent upon the successful candidate passing appropriate background checks. Candidates must provide a recent Criminal (Vulnerable Sector) Background Check and Child Abuse Register Check.

The selected worker must be able to accommodate flexible working hours as there may be work requirements outside regular business hours. The work schedule will be adjusted accordingly to accommodate this requirement as no overtime is available for this position.

Preference is given to applicants with a demonstrated lived experience and interest in issues affecting the education of learners of African heritage.

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