

## **UR PRIDE - EXECUTIVE DIRECTOR POSITION**

### **Position Title: Executive Director**

We prioritize the hiring of individuals who experience systemic barriers to employment, and invite you to self-disclose in your cover letter or on your resume. For more information on our hiring practices please reach out to [lgbtq@ursu.ca](mailto:lgbtq@ursu.ca) and we will supply the full hiring and human resources policy.

UR Pride is an autonomous service centre at the University of Regina Students Union (URSU). URSU is providing assistance to UR Pride in order to expand the search for the ideal candidate and will support UR Pride during the interview, hiring, and onboarding process.

### **Organization Summary**

UR Pride Centre for Sexuality and Gender Diversity is a non-profit service provider housed at the University of Regina. UR Pride provides services and programming for the entire community of Regina, not just for the University of Regina. We're proud to serve the entire campus community, and to be able to provide services to all folks living or spending time in Regina, Saskatchewan.

Our Mission is to set the foundation for a safer, healthier, and more vibrant community for sexually and gender diverse people in the City and University of Regina. We envision a community where people are free from marginalization, and social and political prejudice because of their sexual and/or gender identities. Our Mandate is to provide and promote health, wellness, and social support for sexually and gender diverse people on campus and throughout the City.

### **Position Summary**

The Executive Director (ED) reports to the Board of Directors and is primarily responsible for the organization's overall management, ensuring that all decisions and actions are consistent with the operational purpose, policies and standards of the organization. The ED is also held accountable for establishing and implementing UR Pride's strategic goals and objectives through the effective operation of the organization. The ED role also involves preparing the annual business planning process and tracking its implementation, along with compiling an annual report. As part of the role, the ED identifies, mitigates, and monitors risks to the organizations' people, finances and reputation. Commitment to collaborations, partnerships and cooperative relationships is a core value of the ED.

### **Duties**

### **Organizational Management**

### *Administration*

- Develop an operational plan that incorporates goals and objectives toward the strategic direction of the organization
- Coordinate the efficient management of records, office space (including relocation and/or office space expansion projects) and systems, equipment and hours of operation
- Manage and monitor organization-wide policies and procedures, ensuring they meet or exceed compliance requirements and best practice standards
- Ensure UR Pride is in compliance with federal, provincial, municipal laws regulating non-profits.

### *Human Resources*

- Recruit, hire and manage staff when needed
- Manage relationships among employees, volunteers, the Board, and contractors
- Implement and uphold human resources policies and procedures, conducting staff evaluations on a regular basis and addressing all personnel-related matters

### *Finances*

- Plan, monitor and report on the annual budget, while managing risks that could significantly impact the organization
- Ensure financial statements are regularly updated and reported to the Board
- Process financial inquiries, maintain sound bookkeeping and accounting practices, and ensure compliance with financial controls and budget guidelines

## **Development and Sustainability of Initiatives**

### *Programming*

- Provide assistance to Board and(or) staff in the design, coordination, delivery and evaluation of programs and services
- Ensure each program meets the standard procedures and protocols, as well as the objectives of projects and funders
- Attend all program sub-committee meetings as directed by the Board

### *Funding and Fundraising*

- Develop and coordinate the organization's fundraising strategy, engaging the Board and volunteers for sustainable individual, corporate, and donations.
- Compile consistent and regular reporting to funders on activities and programs
- Foster positive relations with donors and various organizations in achieving fundraising goals

## **Stakeholder Relationships**

### *Community Relations and Public Affairs*

- Oversee the organization's public profile and act as an ambassador for UR Pride and its stakeholder communities
- Liaise with community organizations, groups and networks to foster and maintain positive relations, and build capacity
- Manage relations with the media and the production of promotional materials

### *Board Governance*

- Collaboratively work to inform, engage and mobilize Board members in an open, transparent and trusting partnership, ensuring they receive advice, recommendations and information in an effective, thorough and timely manner
- Attend all Board meetings and organizational committee meetings
- Perform specific tasks as assigned by the Board in the interests of the organization

The Board Committee will regularly evaluate the work of the Executive Director.

### **Job Qualifications**

- Post-secondary education equivalent or minimum 3-5 years of working experience in areas of community services, non-profit sector, or holding a position in senior leadership
- Demonstrated managerial experience in office, program, finances and staff supervision, including proficiency in fundraising and managing multiple budgets, and excellent written and verbal communication skills
- Extensive knowledge and experience working with 2SLGBTQ+ and other marginalized or vulnerable groups
- Ability to work collaboratively within and across teams
- Experience working in student centres, community-based or small-sized organizations is an asset

**Position:** 4 week, part-time on-boarding, Full-time commencing April 1 (35 Hours a week)

**Work Model and Location:** Hybrid with in office requirements in Regina SK.

**Expected Salary Range:** Commensurate with experience, range of \$62,500-\$75,000

**Expected Start Date:** March 1st, 2024

**Those interested in applying please email resume and cover letter by end of day February 20th, 2024 to [lgbtq@ursu.ca](mailto:lgbtq@ursu.ca)**