



Executive Director

Launch Pad Youth Skills & Technology Centre

Launch Pad is on a mission to create a vibrant skills development non-profit that enhances quality of life throughout the community for youth, adults and employers. We're looking for a highly skilled Executive Director to help us fulfill this important undertaking. Reporting to the Board of Directors, the Executive Director will oversee the strategic and operational efficiencies of our programs and staff. This seasoned leader will not only understand current trends in skill development but will also have experience in developing and implementing a successful fundraising plan. Experience in hiring and managing staff is essential, and established relationships with local community groups is a plus. Above all, the executive director should be highly effective in a leadership role that requires clear communication skills and decisiveness.

LAUNCH PAD is a non-profit, skills development centre primarily focused on youth located in Hanover, Ontario serving the rural communities of the Grey & Bruce region.

Reporting to the Board of Directors, the full-time Executive Director (35 hours per week) will be responsible to maintain and oversee the newly established strategic direction of Launch Pad. The Executive Director will focus on the organizations financial viability while maintaining the commitment to the organization's mission and vision, strengthening its diverse revenue streams, and maintaining the vibrant work environment established in conjunction with the Board of Directors. Leading a small but mighty team, they will collaborate with the Town of Hanover's Economic Development Department and the HIPP (Hanover's Innovative People Program) Apprenticeship Initiative in the operational planning, special projects/events and guide partnership development for programming.

Most importantly, the candidate must be comfortable with and have strong experience in fundraising and grant writing. This is a small team, and thus the candidate will be expected to work flexible hours with possible evenings and weekends to support programming and special events. The Executive Director requires a well-defined sense of diplomacy with strong communication, organization, time-management, public relations and customer service skills.

Launch Pad is an equal opportunity employer that values diversity. Accommodations are available throughout the recruitment process. Applicants must self-identify and make their accessibility needs known in advance. We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted. Information is collected solely for the purpose of job selection under the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

Qualified applicants are invited to submit a cover letter and resume quoting Posting #2023-LP by email, mail, or in person by 4:00pm on Friday, October 13, 2023.

Launch Pad C/O Human Resources Town of Hanover

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Skills/Competencies/Experience Desired

- Bachelor's degree (or equivalent) in business, human resources, or finance or 5 years of equivalent experience in senior management, community development, managing budgets, or working with youth or in skills development in an administrative capacity with non-profit organizations.
- Strong experience in public relations, marketing, fundraising and grant writing.
- Experience with developing, implementing and monitoring program logic model evaluation tools and communicating outcomes and impacts to key stakeholders.
- Proven success working with a board of directors.
- Entrepreneurial mindset, with innovative approach to business planning.
- Dynamic and charismatic team player who enjoys being the public face of an organization.
- Sound knowledge of current trends and issues facing rural communities and local workforce needs.
- Experience operating or implementing Social Enterprises is an asset.
- Demonstrated ability to be a team player and coach who can establish and maintain effective working relationships with employees and employers, youth, youth-related organizations, key stakeholders, funders and service providers, municipal councils, and the public.
- Resourcefulness, initiative, and flexibility to function collaboratively as part of a small team.

JOB ACTIVITIES

- Oversee Launch Pad General Operations including the strategic plan, program delivery, research & planning objectives set in collaboration with the board of directors.
- Meet aggressive annual fundraising goals, in partnership with board of directors, by securing financial support from foundations, corporations, individual donors, and government funding sources.
- Work with staff and board on annual fundraising benefit and additional events, and oversee all external communications, including website, marketing collateral, newsletters, and social media.
- Serve as the face of the organization and participate in external events to increase visibility, credibility, and market brand, and develop strategic partnerships to further increase community awareness and expand programs.
- Build and lead an effective team that's dedicated to fulfilling the organization's mission through highly successful programs, community engagement, and fundraising.
- Manage staff members and clients whose experiences, cultures, and languages reflect the community served by the organization.
- Work closely with board directors and committees to assess and address issues affecting the organization.
- Oversee daily operations of the organization, providing executive direction for program strategies and efficiencies, compliance, and quality assurance.
- Identify and address staffing and instructor requirements for efficient operations, and maintain a strong work culture that attracts and retains people while driving the organization's mission.
- Increase awareness of the organization by being the main spokesperson and liaison with local media.
- Develop an actionable plan for fundraising and managing annual budgets and monthly cash flow.
- Comply with all national and local regulations, including developing and overseeing policies and procedures, as well as Health & Safety requirements.
- Oversee building function and building maintenance/renovations.