

EXECUTIVE DIRECTOR – LOCAL INVESTMENT TOWARD EMPLOYMENT (LITE)

Organizational profile

ABOUT

Local Investment Toward Employment is an entrepreneurial charitable foundation that creates jobs for people in Winnipeg who are limited in opportunities and job experience due to social and economic circumstances. We predominantly serve 16 neighbourhoods clustered in Winnipeg's North End, West End and downtown, in each case, with median household incomes (in the aggregate) that is half of the rest of Winnipeg.

LITE's commitment is to partner with community organizations to create income-earning opportunities and job experience for people who are surviving on low incomes, while supporting their neighborhood.

BUDGET

LITE's annual budget ranges from \$300K to \$400K. Revenue is a mix of foundation/grants, donor revenue and social enterprise revenue. It is LITE's intention to increase this amount with an emphasis on growing its social enterprise revenue.

STAFFING

LITE has a core staff of three positions, with some part-time/casual staff and short-term positions available during the extended fundraising season (September to January). As well, the organization has a committed volunteer board of directors who oversee the governance of the organization and who support the mandate of the organization.

Job Profile and Description

EXECUTIVE DIRECTOR

WAGE RANGE: \$58,000-\$60,000 depending on experience. Based on a 40-hour work week (flexible schedule/hours]) with Group Benefits cost-shared with the employer (includes dental, extended health, etc.).

THE ROLE

The Executive Director, along with the support of our volunteer board of directors, leads the organization in developing and maintaining key relationships needed to ensure LITE can respond and adapt to the changing needs of partner organizations, community members, and the non-profit sector.

CANDIDATE ATTRIBUTES

Leadership

Teamwork

Initiative

People-Oriented

Integrity

QUALIFICATIONS

- Post-secondary degree or a combined equivalent experience in the field of community economic development, fundraising, public administration or business development.
- Minimum of three years' experience working in the non-profit sector [or closely with the non-profit sector in a managerial, team leader, executive director or similar role].
- Passion for making a social impact, economic justice and equity.
- Experience developing collaborative relationships across diverse stakeholders in the non-profit sector, business sector and with the general public.
- Understanding of systemic, non-individual, barriers that result in unemployment or underemployment and a non-judgmental attitude toward populations experiencing low-income, homelessness or social marginalization.
- Supervisory experience of staff.

This position uses and requires experience with the following computer programs:

- Office suite (Word, Excel incl. using formulas, PowerPoint)
- QuickBooks
- Adobe Creative Suite
- CRM (donor database)

RESPONSIBILITIES:

Relationships – Experience building, maintaining and deepening relationships with Board of Directors, partnering organizations, donors, sponsors, governments, project officers, customers, the non-profit sector, volunteers and community members. This includes:

- Emotional intelligence and tact when working across diverse stakeholders, each of whom may have different purposes and interests with the organization.

Strategic action – Experience working with community partners, with(in) a non-profit organization, delivering on projects, leading teams and advancing fundraising goals.

This includes:

- Providing risk and opportunity assessments to the board of directors, and working to forge partnerships that can achieve LITE's mandate.
- Following an evidence-based strategy for fundraising and fund development.
- Training and supporting board members in donor stewardship.

- Initiating and developing project and product ideas with partner organizations.
- Sourcing, preparing, reviewing and submitting grants, budgeting and/or business development.
- Overseeing and guiding staff on work tasks and collaborative projects.
- Ensuring that results are tracked and analyzed to help guide future priorities with use of Excel, QuickBooks or other progress/project management tools.
- Identifying systems or planning weaknesses and developing plans to address them.

Knowledge and Insight – Experience working from a values-based and impact-directed perspective. This includes:

- Relevant knowledge of Winnipeg’s non-profit sector and understanding of trends developing in both funding and granting circles. The executive director must be able to assess and advocate the impact of the organization to these circles.
- Identifying and applying for funding opportunities, as well as developing proposals for funding with like-minded organizations.
- Ability to translate knowledge of key principles (harm reduction, participant centered and anti-oppressive frameworks) into the design of project proposals and communications with LITE supporters and donors.
- Ability to think creatively in capturing LITE’s impact stories and communicate such stories to the intended audience.

Administration - Experience working with tight deadlines and reporting requirements is needed. This includes:

- Overseeing the administrative processes and ensuring that the organization is meeting all regulatory requirements related to the charitable status and in operating a non-profit organization.
- Budgeting, ensuring maintenance of accurate records, monitoring spending and reporting to a committee or board of directors.
- Overseeing and guiding staff responsible for: processing of bi-weekly payroll, including timesheets, vacation and sick time; collection of participant and program data; recording revenue into accounting software; entering data; creating and uploading files for the accountant

Communication – Experience overseeing communication materials and shaping the general “voice” of the organization. This includes:

- Directing the development of main messages through various platforms, as well as overseeing communications planning.
- Ability to seek out and engage in public speaking, including with media, and making presentations to groups of potential supporters or partners.
- Directing, creating and editing content (donor appeal letters, telephone scripts, annual reports, organizational reports, general correspondence, etc.)
- Situational awareness of how external events shape opinion of the organization.

APPLICATION PROCESS and DEADLINE

LITE is committed to inclusion and equity. The candidate search committee will give strong consideration to persons with relevant lived experience, First Nations, Metis and Inuit peoples, Black people and other people of colour, persons with disabilities, and persons of diverse gender identities. Candidates are encouraged to self-identify in their application.

If you require an accommodation for the recruitment/interview process, please contact us and we will work with you to meet your needs.

The successful candidate will overlap with the current (and outgoing) Acting Executive Director.

Please send your resume and cover letter to joanna@lite.mb.ca ***no later than May 15, 2023.***