

# Executive Director: Future Ready Initiative

## Background

The Future Ready Initiative is the Council for Canada's integrated, institutional response to some of the most significant, urgent changes facing the Jamat in Canada, and those with whom the Jamat lives. The Program responds to four inter-related needs within the Jamat: i) family mentorship; ii) employment, including the Future of Work and Future of Business; iii) mental health; and iv) youth mentorship and leadership development. The impact of COVID-19 and the acceleration of significant shifts in business and labour markets have underscored the urgency of the Future of Work and Business. In common across all programmatic responses to these four pillars, the program relies on the dual concepts of professional navigation and individual agency.

The Initiative is an ambitious undertaking which will reposition the support provided to the Jamat and the ways in which the Jamati Institutions engage with the Jamat over the next decade. It will fundamentally shift the level of aspiration for the Jamat and expectation of delivery – both of staff and volunteers.

## Role and reporting relationship

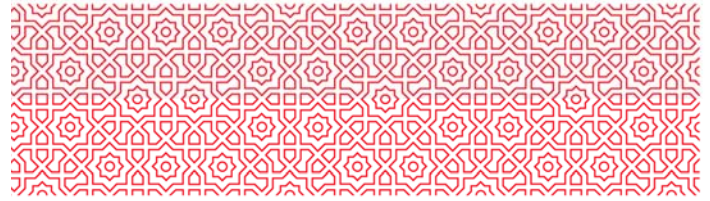
The Council for Canada is seeking to recruit an Executive Director with demonstrated strategic leadership skills, strong people and process management, an ability to work effectively with the Jamati Institutions to drive to outcomes, and an entrepreneurial mindset to build a new institution. Reporting to the Council for Canada President, the Executive Director can be based anywhere in Canada.

As the Council for Canada and its constituent institutions are led by and largely supported by volunteers, the Executive Director should anticipate regular meetings to be held in the evenings and weekends, beyond the typical "workday".

## Key responsibilities (not exhaustive)

- **Strategy development:** Plays a central role in developing the strategy for the Initiative overall and partnering with each of the four Pillar Leads within the overall program.
- **Program delivery:** Working with the Council for Canada President and Vice-President, leads the Initiative delivery and assures execution of initiative priorities across the four pillars, broadly defined.
- **Resource mobilization and external partnerships:** Cultivates, defines and implements external partnerships, and supports internal and external resource mobilization efforts, in coordination with National and Local Council leadership.
- **Human resource management:** Leads, directs the work and manages the performance of a professional team of staff with the diverse skills and actively supports the following across the four pillar initiatives, in line with Council policies and approved programmatic strategies:
  - Clinical case management for mental health and social service support
  - Employment, mentorship, skills and leadership development
- **Volunteer management:** In coordination with the Council leadership, provides advice, coaching and support to volunteers. Partners closely with the volunteer (appointed) Program Deputy.
- **Performance management and reporting:** Monitors all Initiative activities to ensure compliance with stipulated timeframes and budgets, and reports on progress to the Council for Canada.
- **Regulatory compliance:** Ensures the Initiative meets all legal and regulatory requirements, and takes all necessary steps to protect the Council, Jamati Institutions and Jamat from risk.
- **Institutional collaborations:** Ensures the Initiative collaborates closely with the Boards, Portfolios and Councils across the institutions.





## Candidate profile

### Education

- *Required:* Bachelor's degree
- *Preferred:* Master's or professional degree

### Professional and Jamati experience

- *Required:* Senior management experience (7+ years) leading teams in a complex environment where the leader has had a role in setting and executing strategy, and includes program, financial, budget administration and human resource management
- *Required:* Demonstrated ability in strategic planning, change management design, process and implementation strategies to optimize both quality and effectiveness of the Initiative
- *Preferred:* Familiarity with the Jamati Institutions (in Canada or elsewhere) and understanding of how to drive delivery within the distinct institutional framework

### Attributes and skills

- Humility and commitment to the ethics and values of the Jamat and Institutions
- Entrepreneurial spirit and energy to build a new initiative in Canada
- Ability to prioritize, make quick decisions, and execute in the face of ambiguity
- Comfort in building relationships with (senior) external stakeholders
- Desire to continue learning and evolving in management style and approach
- Strong problem-solving and communication skills
- Comfort in working in a volunteer-led and resourced institutional infrastructure

### Languages

- *Required:* English fluency and excellent writing skills
- *Preferred:* French fluency and/or other languages spoken by the Jamat

### Travel

- Some domestic travel is required for this role and limited international travel may be required

### Location

- Based in Canada – the National Council offices are in Toronto

### Legal requirements

- Candidate must already have legal authorization and documentation to work in Canada

### Timing

- Expected to start in Q4 2020

## How to apply

Please complete the [Application Form](#) which includes the submission of a cover letter (maximum one page), resume (maximum two pages), and three references by **Wednesday, August 26**. All candidates will receive a confirmation of receipt and indication of whether they are moving forward by August 28.

Finalist candidates will be required to complete a background check including reference check before being onboarded.

For any clarification, please contact [resumes@iicanada.net](mailto:resumes@iicanada.net). Please note that we cannot provide any information which might privilege one applicant over another.

