

Oseredok Ukrainian Cultural and Educational Centre

Job Description – Executive Director

Reporting to the Board of Directors, the Executive Director will have overall strategic and operational responsibility for Oseredok Ukrainian Cultural and Educational Centre's staff, programs, expansion and execution of its mission. The Executive Director will develop deep knowledge of field, core programs, operations and business plans. The Executive Director champions the organization's mission, accomplishments and engages, communicates and collaborates with the Board of Directors, Oseredok's membership, Ukrainian and other communities, government leaders, and relevant organizations.

Responsibilities

Leadership & Management:

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems.
- Lead the development of institutional strategies and policies.
- Recommend timelines and resources needed to achieve the strategic goals.
- Actively engage and energize Oseredok's volunteers, board members, event committees, alumni, partnering organizations, and funders.
- Develop, maintain, and support a strong Board of Directors; serve as ex-officio of each committee; seek and build board involvement with strategic direction for local operations.
- Lead, coach, develop, and retain Oseredok's high-performance staff. Responsible for all staff hiring and termination processes and decisions.
- Recommend updated to policies and procedures of Oseredok for the Board of Directors consideration and/or approval.
- Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, supporters, members, and other constituents.
- Develop strategies to support and grow Oseredok's membership base. Create value-added services and programming for membership.

Fundraising & Communications:

- Expand local revenue generating and fundraising activities to support existing program operations and regional expansion while simultaneously retiring building debt.
- Deepen and refine all aspects of communications – from web presence to external relations with the goal of creating a stronger brand.
- Use external presence and relationships to garner new opportunities.

Planning & New Business:

- Develop and manage the operational budget to support the operations and growth of the organization.

- Design and complete the strategic business planning process for program expansion into new markets.
- Begin to build partnerships in new markets, establishing relationships with funders and political and community leaders.
- Be an external local and national presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for regional and national replication.

Qualifications

The Executive Director will be thoroughly committed to the mission of Oseredok Ukrainian Cultural and Educational Centre. All candidates should have proven leadership, coaching, and relationship management experience.

Specific requirements include:

- Advanced degree with 10 years of senior management experience preferred; track record of effectively leading a non-profit organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth.
- Unwavering commitment to quality programs and data-driven program evaluation.
- Excellence in organizational management with the ability to coach staff, manage and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Passion, idealism, integrity, positive attitude, mission-driven and self-directed.
- Ukrainian language skills is an asset.

If you are interested in the position, please submit your resume and cover letter to ldhunterconsulting@gmail.com