



## Executive Director Job Posting

### Overview

The Executive Director (ED) is responsible for the successful leadership and management of The Landing according to the strategic direction set by the Board of Directors. In its operations, The Landing seeks to acknowledge, centre, and serve people often excluded or erased from traditional programming around gender and sexuality by virtue of their experiences of multiple intersecting oppressions.

The ED is responsible for upholding and implementing the mandate of The Landing, which is:

1. To offer support for gender and sexual diversity at the University of Alberta and related communities,
2. To support LGBTTTQQPIANU+ communities and individuals, as well as their supporters, friends, families, and loved ones,
3. To promote gender equity on a broad scale, and advocate for the safety and acceptance of individuals of all genders and sexualities in campus life, and
4. To offer a safe space to LGBTTTQQPIANU+ individuals, as well as workshops, educational sessions, and outreach activities for all persons.

### Primary Duties and Responsibilities

#### *Leadership*

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization.
- Identify, assess, and advise the Board of Directors of internal and external issues pertaining to LGBTTTQQPIANU+ people both at the University of Alberta and in the community more broadly.
- Alongside staff and Board members, represent The Landing and communicate with queer communities of students and service providers both at the University of Alberta and more broadly.
- Alongside staff and Board members, establish working relationships and collaborative arrangements with community organizations, Indigenous-specific groups and services, funders, politicians, and other organizations to help achieve the goals and uphold the mandate of the organization.

#### *Planning and Management*

- Guide curriculum, programming, and service direction decisions and planning; oversee the planning, implementation, execution and evaluation of special projects.
- Oversee and monitor day-to-day program and service delivery.
- Continually analyze and consider the needs of intersectionally-based queer communities on campus to ensure accessibility of a broad array of services.
- Advise the Board on policies and procedures in anti-oppressive frameworks and advise the Board on gaps in policy with potential negative impacts on the sustainability of the organization.

### *Human Resources*

- Determine staffing requirements for organizational management and program delivery, paying particular attention to the depth and breadth of diversity and experience across positions.
- Establish a positive, healthy, and safe work environment in accordance with all appropriate legislation, regulations, and The Landing's Safe(r) Spaces guidelines.
- Recruit, interview, select, and train staff; conduct performance reviews on annual basis in accordance with board policies.
- Support Volunteer Coordinator on developing requirements for volunteer positions, selection and training of volunteers, and volunteer management.
- Accountability and supervision of staff members, including contractors employed by The Landing.
- Maintain and model appropriate boundaries with volunteers, staff, and visitors to foster community and individual resiliency.
- Coach and mentor staff collaboratively to maximize performance.
- Ensure that personnel and volunteer files are securely stored and privacy and confidentiality is maintained in accordance with the Personal Information Protection Act of Alberta (PIPA) and additional policies of the Society.

### *Financial Management*

- Work with staff and the Board to prepare a comprehensive annual budget for approval.
- Work with the Board to secure adequate funding for the operation of the organization: research funding sources, oversee fundraising plans, write funding proposals, and practice good donor stewardship through donor engagement.
- Ensure that sound bookkeeping and accounting procedures are followed in conjunction with the Treasurer.
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization according to board policies.
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization.
- Ensure that the organization complies with financial legislation and reporting requirements of all levels of government and funding bodies.

### **Working Conditions**

35 hours per week

Some varying hours, including evenings and weekends, to be expected

### **Qualifications**

1. Some level of postsecondary education required, recent University of Alberta graduates preferred. Equivalencies will be considered.
2. Knowledge of intersectional gender and sexuality issues in the community required.
3. Knowledge of and willingness to continually learn anti-oppressive practices required.
4. Experience implementing anti-oppressive practices at an organizational level required.
5. Experience with program development, delivery, and assessment required.
6. Experience with volunteer and staff management required.
7. Experience with financial planning and operational budget management required.
8. Experience writing and reporting on grants highly preferred.

9. Experience with public speaking and event planning preferred.
10. Experience working with partners and sponsors preferred.
11. Knowledge of and willingness to continually learn peer support, crisis intervention, and suicide prevention strategies preferred.

### **Statement of Equity**

The Landing strives to provide a fair, open, and supportive environment, and is committed to ensuring its policies, practices, and systems are free of barriers. The Landing emphasizes diversity, carries an anti-oppressive lens, and ensures the dignity and respect of all individuals through equal access.

Through our policies and practices, The Landing works to eliminate barriers to employment for people who face structural oppression and discrimination, including but not limited to FNMI people, people with disabilities, racialized people, women, and gender and sexual minorities. We are committed to working on identifying and removing barriers impacting historically marginalized groups in our organization. As an organization committed to challenging oppressive structures, The Landing works to take measures to ensure that qualified candidates from marginalized groups are able to compete equally in all aspects of employment, promotion, advancement, and retention.

In accordance with Sections 3 and 11.1 of the *Alberta Human Rights Act*, The Landing commits to ensuring that no individual be discriminated against on the basis of race, religious beliefs, colour, gender identity, gender expression, physical or mental disability, marital status, age, ancestry or place of origin, family status, or source of income. The Landing recognizes and accepts its responsibility to comply with the requirements of the Act in its consideration of students for admission, promotion, and involvement with our organization.

### **How to Apply**

Applications must be submitted by **11:59pm on Friday, June 16, 2017**. All applications must include a resume (listing three references) and cover letter. Applications should be submitted as one electronic file, preferably a PDF. Kindly submit applications and/or questions about the position to [thelanding@su.ualberta.ca](mailto:thelanding@su.ualberta.ca) with the subject "ED Application." Please keep in mind that interviews may take place during the application period, to ensure the position is filled in a timely manner. While we appreciate all applications, only those shortlisted for an interview will be contacted.