



Toronto Kiwanis Boys & Girls Clubs

Executive Director Toronto Kiwanis Boys & Girls Clubs

THE OPPORTUNITY

The Toronto Kiwanis Boys & Girls Clubs (TKBGC) is seeking a dynamic, passionate and highly strategic Executive Director who will lead the organization to its next level of growth as it enters its 100th year of operations. TKBGC is a leading provider of quality before and after-school programs that contribute to the healthy physical, educational and social development of young people in downtown Toronto. The new Executive Director will work closely with the Board of Directors and an experienced senior leadership team to further develop the impact of the organization's mission.

A registered charity, TKBGC has four locations in downtown Toronto, servicing over 1,300 members and is part of a collective of clubs across Ontario that assist more than 110,000 children, youth and their families each year.

With a strong community reputation, accredited programs, excellent community relationships along with a highly committed staff team of 12 full-time and more than 60 part-time employees, TKBGC is primed for significant growth and ready to introduce innovative opportunities for revenue generation. Currently raising over \$3M annually, the new Executive Director will drive increased revenue, solidify and grow key relationships, expand programming and enhance the overall profile.

Reporting directly to the Board of Directors and working primarily from our offices located on a residential street in Regent Park, the Executive Director will assume leadership of this vital organization that serves a culturally, socially and economically diverse community.

ABOUT THE TORONTO KIWANIS BOYS & GIRLS CLUBS

Since 1921, the Toronto Kiwanis Boys and Girls Clubs has been dedicated to working with and enhancing the lives of children, youth and their families, providing the building-blocks for creating healthy, civically engaged young people. During that time we have served over 50,000 children and youth with 525 receiving service on a daily basis. Each of our four sites are the heart of our communities, providing innovative programs that address and meet the changing needs of those we serve.

Our Mission: To provide safe, supportive places where children and youth can experience new opportunities, overcome barriers, build positive relationships, and develop confidence and life skills.

Our Vision: All children and youth discover and achieve their dreams and grow up to be healthy, successful, and active participants in society.

The Club offers children from age 6 to adulthood a safe, affordable, enriching, and most importantly, a fun place to be.

The Club **instills strong core values** that teach the importance of mutual **respect and teamwork** as well as social responsibility through **accessible and affordable** after-school and school-break programs for children and youth.

Children and youth participate in challenging activities that encourage healthy living, personal growth, learning and community involvement. We build self-esteem through supportive **adult mentors** and engaging activities that challenge and enrich the mind, body and spirit of each young person we serve.

All TKBGC programs and activities reflect our core values and are centered on: Literacy & Learning, Cooking & Nutrition, Physical Activity, Creative Arts and Personal Development.

According to a nationwide survey of Boys and Girls Club alumni, conducted by Ipsos-Reid:

- **81%** say that the club had a very positive impact on their life.
- **73%** say their involvement helped them avoid trouble with the law.
- **69%** say their involvement with the clubs really saved their life.
- **95%** say that their club provided them with valuable skills for life.

Our programs do more than simply curb threats; we offer safe sites that provide children and youth with an opportunity to access beneficial programs, scholarships, bursaries, leadership and employment opportunities.

Our after-school programs follow the "*Child and Youth Health and Wellness After-School Strategy*" and guidelines set out by the Ontario Government's Ministry of Tourism, Culture and Sport that breaks down activities into:

- 30% physical activity;
- 20% healthy eating and nutrition education;
- 20% wellness and personal health;
- 30% locally defined priorities (literacy and access to technology).

Input from the community we serve informs our direction and guides the programs and services offered at each program site.

After-School Programs

The TKBGC has after-school programming offered at four program sites including three program sites in the Regent Park community in the downtown east, and one program site in the Trinity-Bellwoods community in the downtown west.

These programs turn the daily after-school and school break period into a window of opportunity to play, make friends, share a healthy snack, learn a new skill and get help with homework. The program begins with a healthy snack, then members participate in gym programs, nutrition activities, personal health and wellness activities, homework clubs, arts programming and computer classes. Additional specialty programs including hip hop dance, girls group, boys group, leadership programs, rock climbing, gardening and science clubs are also offered throughout the school-year.

All Club staff are highly qualified, with certifications in First Aid and the High Five Principles of Healthy Child Development, but most importantly they are fun and engaging positive role models who ensure that all participants have a memorable, safe experience.

Programming is also offered during school breaks including Winter Break, March Break, P.A. Days, and during the summer.

Evening Youth Program

Offered at our Spruce St. and Portugal Sq. facilities, our Evening Youth Program for youth in grades 9 to 12 exposes participants to activities that promote healthy lifestyles and choices, create conditions for life success, and build character through experiential learning opportunities. The program runs until 9pm five days a week.

The *Evening Safe Walk Home* program is also offered for young people living in North and South Regent Park.

RBC Raise the Grade Program

With the goal of increasing high school attendance and graduation rates, in 2012 the Boys and Girls Club of Canada launched the Raise the Grade Program, designed to focus on building resiliency and making the path to graduating from high school easier for young people who may be facing multiple risk factors.

The program currently runs at 43 Clubs across Canada including TKBGC where it is offered two days per week. Through hands-on learning opportunities, digital upskilling, a specific focus on personal interests and goals, and supportive relationships with mentors and volunteers, young people who participate in the Raise the Grade Program are supported to achieve:

- Insight about their personal interests and how to pursue them.
- A sense of discovery and excitement about the possibilities of knowledge.
- Career aspirations that match their personal interests, goals and abilities.
- Graduation from high school.
- Adequate credits and grades for the post-secondary program of their choice.

George Rigg Scholarship

The purpose of the George Rigg Scholarship is to further the education of TKBGC members at the primary, elementary, secondary, or post-secondary school levels.

Scholarships are available to members in good standing of any unit of the Toronto Kiwanis Boys and Girls Clubs and can be put towards any continuing education expenses. This can include:

- Tuition and/or cost of lessons or classes
- Books, Supplies, Equipment & Materials
- Clothing or uniforms
- Transportation

ADDITIONAL INFORMATION

[Our Story](#)

[Annual Report](#)

[RBC Raise the Grade Program](#)

[Financial Statements](#)

[Virtual Tour](#)

[Our Partners](#)

KEY DUTIES & RESPONSIBILITIES

The Executive Director is accountable to the Board of Directors and responsible for the delivery of the strategic plan in accordance with the vision and mission of the TKBGC. Working with the senior leadership team that includes the Director, Finance & Administration and Director, Programs & Services, the Executive Director oversees operations including a diverse group of 70+ staff and 386 volunteers.

Revenue Development & Sustainability

- Oversee the development, implementation and evaluation of the Club's annual fundraising plan.
- Lead the creation and execution of a formal structure for the fundraising program at TKBGC including pipeline development, donor cultivation and stewardship to create ongoing revenue sustainability.
- Diversify revenue through creative stewardship and cultivation of existing and new individual, community and corporate donors.
- Provide renewed focus and guidance to increase the skills, capacity and successful outcomes of the Board Fundraising Committee.
- Deliver strategic account management for key donor relationships including United Way, Kiwanis Club of Toronto, Ministry of Heritage, Sport, Tourism and Culture Industries, Employment and Social Development Canada, and the City of Toronto.
- Research, develop and implement a fee for service program model that will provide additional revenue on an ongoing basis.

- Oversee the creation of a strong public case for support and key messages marketing platform that effectively demonstrates the impact of programs to funders, key stakeholders and the general public.
- Collaborate with the Director, Programs & Services to ensure support through the maintenance of a strategic grant-seeking program.
- Work with the Director, Finance & Administration to ensure excellent and timely donor acknowledgement practises, including receipting, recognition and delivery of key communications.

Operations Management

- Work with the senior management team to provide oversight of day-to-day operations of the Club's programs and services to ensure responsive and accessible services for children, youth and families.
- Identify strategic objectives / goals and support the development and implementation of ideas that meet the agency's current and future direction.
- Create and monitor annual budget and operational plan.
- Work with the senior management team to safeguard integrity of Club facilities so programs take place in well-equipped, accessible, clean, inviting environments.
- Function as main contact with Boys and Girls Clubs of Canada.
- Work with the Director, Finance & Administration to:
 - Ensure compliance to legislation related to the financial functions of the Club;
 - Maintain ongoing financial stability through the establishment and implementation of sound financial practices.
- Represent and/or delegate staff representation on internal / external committees with a focus on building strong professional relationships, inter-agency collaborations and partnerships to support the Club's mission.

Community & Key Stakeholder Relations

- Act as lead spokesperson for the Club with media, community groups, government, major donors and other key stakeholders.
- Advocate for community support on behalf of Club recipients and constantly seek opportunities to promote TKBGC to increase profile and support.
- Liaise and build partnerships with related children/youth and other services to expand and increase efficiency of TKBGC programs and services.
- Work with the Board and relevant team members to deepen and refine all aspects of communications including social media, external relations and brand development.

Governance & Board Relations

- Work with the Board and its Committees to ensure delivery of the strategic plan is in alignment with the mission and vision and also responsive to key priorities as they arise.
- Support informed decision making at the Board level by providing timely and accurate reports utilizing program results, staff input, research and/or committee work and policy recommendations as required at monthly Board and committee meetings.
- Support the Executive Committee to conduct ongoing assessment of Board member skills and assist with strategic Board member recruitment.
- Assist in the creation of the organization's strategic plan as required every 3-4 years.
- Assist in the completion of a revenue risk analysis as part of the strategic planning process.

Risk Management

- Identify and evaluate the risks to the organization's people (i.e.: clients, staff, management, volunteers), property, finances, goodwill and image, and work collaboratively to implement measures to control risks and mitigate reputational damage.
- Communicate risk assessment reports to the Board on an ongoing basis.
- Work in collaboration with the senior management team to:
 - Ensure adherence to CARF, Boys & Girls Clubs of Canada (BGCC) Peer Reviews, and other standards and accreditations, and that the organization is in compliance with any and all applicable legal, regulatory authorities and standards (e.g.: CRA Reporting Requirements, Privacy, Society Act, Employment Standards, Workers Compensation, etc.);
 - Conduct thorough, regularly-scheduled risk assessments and develop plans to address any gaps;
 - Implement effective procedures to ensure organizational assets are appropriately safeguarded and protected;
 - Promote and maintain high standards of fairness ethics, quality, transparency and accessibility in the workplace and in service delivery.

Staff Leadership

- Oversee human resources infrastructure with guidance as required by the Board Executive Committee.
- Work in collaboration with the senior leadership team to build a positive culture to support retention through progressive leadership, staff development and human resource measures.
- Support an environment of accountability where all staff have an understanding of their role and responsibilities' in relation to the strategic plan through ownership of team and individual goals; and KPIs.
- Coach, mentor and develop the senior leadership team to ensure they feel valued, supported and motivated to maintain ongoing success.

KEY QUALIFICATIONS, SKILLS & CHARACTERISTICS

Key Qualifications & Skills

- Minimum 7-10 years senior management experience in a non-profit organization that delivers direct services to the community. Experience in child and youth development an asset.
- Demonstrated success in revenue development with skills in strategic relationship management, donor cultivation and stewardship.
- Experience developing and implementing fee for service program models a definite asset.
- Comfort addressing social issues in low-income urban environments.
- Experience managing high performing, multi-disciplinary teams.
- Excellent public speaker with solid written communication and listening skills.
- Understanding of government and community outreach/relations with a strong ability to build unity and support amongst diverse groups.
- Familiarity with peer-review and accreditation processes.
- Post-secondary degree and/or certificate is an asset.

Personal Characteristics

- Passion for TKBGC's commitment to children, youth and families within the Regent Park and Trinity Bellwoods communities.
- Highly strategic, collaborative self-starter who can quickly identify and prioritize key organization goals and chart a course for short and long term success.
- Quick learner who can grasp concepts and absorb and disseminate information in an efficient manner.
- Charismatic and articulate with an approachable demeanor.
- A pragmatic innovator who understands when to stretch capacity and when to maintain status quo.
- A compassionate steward of people and projects who inspires confidence and commitment amongst senior volunteers and staff.
- Socially fluid and authentic with the ability to engage individuals and groups that represent a wide variety of socio-economic backgrounds.
- Political acumen with the ability to navigate bureaucracy and develop enhanced government and community relations.
- High energy with a sense of humour and comfort working in a variety of work environments.
- Ability to remain patient and compassionate in high stress environments with a natural ability to diffuse challenging situations and create productive outcomes.
- High level of self and systemic awareness in regards to inclusivity, diversity, equity and accessibility.

Working Conditions

- Regularly works in an office environment, but the mission of the organization may sometimes take the Executive Director to workplaces outside an office environment.
- Flexible and available to work evenings and weekends to accommodate activities such as Board meetings and representing TKBGC at various events.

FOR MORE INFORMATION

KCI (Ketchum Canada Inc.) has been retained to conduct this search on behalf of The Toronto Kiwanis Boys & Girls Clubs. For more information about this exciting leadership opportunity, please contact Samantha David, Senior Search Consultant, KCI Search + Talent by email at TKBGC@kcitalent.com.

All inquiries and applications will be held in strict confidence. To apply, please send a resume and letter of interest, to the email address listed above by **April 7, 2020**.

To view the full **Executive Brief**, please visit: www.kcitalent.com

The TKBGC is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. We thank all applicants for their interest; however, only those considered for an interview will be contacted.