



Opportunity Profile

Executive Director, Canadian CED Network



Canadian
CED Network

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About the Canadian CED Network

The Canadian Community Economic Development Network (CCEDNet) is a values-based, non-profit association committed to connecting people and ideas for action that builds local economies, strengthens communities, and benefits everyone.

CCEDNet has members throughout Canada—including organizations, networks, and individuals who are strengthening sustainable and equitable local economies. Members are active across many sectors such as community development, social enterprise, rural development, co-operative development, employment development, and housing.

Through their initiatives, they seek to increase public demand and political action for policies and programs that support Community Economic Development. They also help members find the resources and relationships they need to build more sustainable, equitable and inclusive locally-controlled economies.

To learn more about their public policy, government relations work, and capacity building and regional projects, [visit their website](#).

- **Vision:** Sustainable, equitable and inclusive communities directing their future
- **Mission:** CCEDNet connects people and ideas for action to build local economies that strengthen communities and benefit everyone
- **Values:** Inclusion, Diversity, Equity, Dignity, Self-Determination, Solidarity and Local Control
- **Roles We Play:** Convenor, Connector, Facilitator, Advocate, Partner

CCEDNet currently has a working Board governance model. [Meet the Board here](#).



About the Executive Director Role

As the new Executive Director of CCEDNet, you'll join a team of passionate and dedicated staff and Board members and support them in navigating financial challenges and setting a new direction for the organization.

This is an exciting role for an individual who thrives in guiding teams and organizations through change. It's a great opportunity for a collaborative, strategic, and entrepreneurial leader who is passionate about advocating and working alongside communities across Canada to strengthen their local economies.

CCEDNet is at an important crossroad in its organizational journey. CCEDNet is currently in the process of engaging its community in reframing what the work of the organization looks like and what the key priorities will be over the next couple of years. In addition, following a stellar 2023 financial year, the organization is now projected to have a deficit for the current and upcoming fiscal year due to the ending of some major funding sources.

The new Executive Director will be expected to work closely and collaboratively with the leadership team and the Board in rethinking the revenue strategy to ensure short and long term financial sustainability, as well as implement necessary measures to reduce the deficit. The successful candidate will report to CCEDNet's Board of Directors.

Responsibilities (include, but are not limited to)

Strategic Leadership

- Support the team in developing the organization's strategic plan, including setting short- and long-term objectives and priorities to ensure CCEDNet continues to thrive now and in the future.
- Provide oversight and strategic direction to the staff team and support to the Board of Directors in their responsibilities.
- Work with the Board to implement mitigation strategies regarding potential liability and risks.
- Work with the Board Chair to ensure sound governance, including preparing Board packages and attending Board meetings and relevant committees.
- Work with the Board to organize the Annual General Meeting.

Revenue Strategy

- Oversee the development and implementation of a fundraising and unrestricted revenue strategy that supports CCEDNet's goals and long term financial sustainability.
- Oversee all communications and public relations/marketing strategies and tactics (website, social media, etc).

Community Relations & Advocacy

- Build and nurture relationships with partners and the community, including government agencies, donors, members and other economic development groups/entities.
- Advises the Board and Policy Council on policy developments, strategy and emerging member concerns in relation to policy issues.
- Design and lead the membership recruitment, retention and engagement strategy
- Design and implement strategies to further advance equity, diversity, inclusion and accessibility (both internally and externally).
- Oversee the development of work plans, campaigns and strategies to achieve CCEDNet policy objectives, including partnerships development with other regional and national organizations.
- Act as a spokesperson for CCEDNet and represent the organization at community events to enhance CCEDNet's profile and presence.
- Work with engagement team to ensure new and existing members have a clear point of contact and are engaged in an ongoing basis.

Financial & Operational Oversight

- Work with the Director of Finance to ensure that the day-to-day financial operations of CCEDNet effectively support the overall functioning of the organization.
- Ensure that reporting requirements and payment obligations are met and financial policies and procedures are up to date.
- Prepare annual budget and financial reports to present to the Board.
- Manage approved budgets and provide regular reports on financial performance to the Board of Directors.
- Support the Director of Finance with the audit process in accordance with Board directives.
- Ensure compliance with bylaws, policies and all other statutory and regulatory requirements and identify and manage risks to organizational health.
- Acts as the Privacy Officer and oversee the management of the CCEDNet's obligations under its Personal Information Protection Policy in accordance with government legislation.

People Operations & Program Management

- Work with the leadership team to ensure smooth day-to-day operations of the organization, including developing operational and program plans, overseeing staff meetings, negotiating partnership agreements, etc.
- Work collaboratively, motivating and supporting a high performing team in a hybrid/geographically spread work environment.
- Work with the leadership team to develop People Operations policies, procedures and plans that foster a positive, collaborative and welcoming work environment
- Develop effective and transparent systems of communication at all levels of the organization.
- Oversee the development and execution of staff recruitment, retention and recognition strategies.
- Direct the planning and management of the annual conference and other national learning events.



Job Requirements

- Prior experience in a leadership capacity in the nonprofit and charitable sector.
- Demonstrated success in supporting organizations navigating change, including overcoming deficits and loss of major funding sources.
- Demonstrated success in securing revenue generation: social enterprise models, grants, sponsorships, or individual donations (including planned giving).
- Strong ability to build relationships & effective and reciprocal working partnerships with a wide range of constituency groups.
- Experience in working with communities and advocating for sustainable and equitable local economies.
- A strong commitment to advancing equity, accessibility and inclusivity, both internally and in the way programs and activities are designed and led.
- Well-developed leadership skills with the ability to work collaboratively with others, share leadership, and motivate a diverse team in a hybrid/geographically spread working model.
- Demonstrated ability to develop and implement strategic plans and priorities.
- Excellent problem-solving and decision-making skills to assess challenges, develop solutions, and assess and mitigate risk.
- A strong financial acumen.
- Ability to navigate and support teams navigating stressful situations.
- Excellent written and verbal communications skills (English).
- Ability to hold work related conversation in French and/or a willingness to learn conversational French.
- A good sense of humour and a willingness to share it.
- Prior experience working with a membership-based organization is an asset.

Required Qualifications & Critical Commitments

- The legal authority to work in Canada
- An ability to travel to various places across Canada
- Ability to work in the evenings and weekends when required

Salary range: \$118,000-\$135,000* + extended health benefits (at start) based on a 5 day work week. *Salary will be adjusted within the range based on the successful candidate location and local cost of living.

Location: Remote/hybrid. CCEDNet has 4 physical locations (Victoriaville, Ottawa, Toronto, and Winnipeg) where the Executive Director can work from. Travel within Canada is required from time to time.

Vacation: 4 weeks + 1 week Winter shutdown

Wellness/Sick Days: 14 Days

Term: Full-time Indefinite

Posting Details

- **The posting closes on Monday September 30, 2024 at 10 AM EST**
- We strongly encourage applications from Indigenous Peoples, Black and racialized persons, women, persons with disabilities, people of diverse sexual and gender identities, and others from equity-deserving communities. As part of this invitation, we recognize that there remains work for our entire sector to do as to commit to fostering the conditions for folks from equity-deserving communities to feel supported and valued in our work together. This is work that we feel must continue to be prioritized, both by CCEDNet and the sector at large.
- Don't be too concerned if you don't tick all of the boxes when it comes to the requirements that we've outlined – especially if this role really excites and interests you. We would still love to hear from you.
- If you require accommodation for the job application process, do not hesitate to contact laetitia@eveningsandweekendsconsulting.com.

The Selection & Interview Process

Please submit your application through our portal. You will be asked for the following:

- Your resume.
- A letter of interest, which should include:
 - What do you see as the issues that CCEDNet addresses, what connects you to these issues, and what motivates you to join the the organization.
 - The relevant experience and/or skills that you can contribute to CCEDNet.
 - Your understanding and commitment to advancing equity in the context of community economic development.
- You will also be asked to answer some questions through the application portal
 - Your postal code.
 - If you are able to hold conversations in French.
 - If you identify as 2SLGBTQIA+, Black, Indigenous, a Person of Colour, Newcomer, Immigrant, and/or a Person Living with a Disability.
- Candidates will be pre-screened by Evenings & Weekends Consulting (which may include scheduling a short intro call with prospective candidates). Our team will then present a short list of up to 10 candidates to CCEDNet's hiring committee.
- Each selected candidate will be invited to join 1-2 virtual interviews with the hiring committee in October (dates to be confirmed) Preparing for an interview takes time and labour, so candidates who interview will be compensated at a fixed rate of \$100 per interview. Questions will be provided ahead of time so candidates are able to prepare for the interview as they see fit.
- Note: Evenings & Weekends Consulting and CCEDNet may only be able to meet with applicants selected to move forward in the hiring process, but Evenings & Weekends will provide an update on the outcome of the process to all applicants.



About Evening & Weekends Consulting

Evenings & Weekends Consulting was created to support emerging organizations, activist groups, charities, labour unions, academic institutions and community groups by combining our experience and expertise with theirs, as we work together to solve problems, seize opportunities and make good change happen.

As a values-driven consultancy, we are committed to advancing equity, justice and social change through ongoing collaboration.

We recognize that every situation, campaign, initiative and project is different, so we approach each with the uniqueness and curiosity that it deserves. Our clients get innovative and effective solutions tailored to their specific needs.