



OPPORTUNITY BRIEF CO-EXECUTIVE DIRECTOR

AN ORGANIZATION THAT CHALLENGES THE STATUS QUO

Inspiring Communities, a non-profit based in Nova Scotia, is a leader in equity-centered systems transformation in Atlantic Canada. Our mission is to build equitable, thriving communities through innovatively connecting communities, creating collaborative partnerships, measuring impact and modelling a strong and sustainable core.

Our strategy for systems transformation across the region is based on bringing diverse voices to the decision-making tables, creating the capacity to act, and fostering a culture of collaboration.

We work with communities defined by both theme and by place. From offices located in the Town of Digby, Dartmouth and Glace Bay, we work with communities in and surrounding Digby County, Halifax Regional Municipality and Cape Breton. Our primary activities currently consist of :

- 🌀 building collaborative community relationships fostering community engagement
- 🌀 developing skills and promoting social experimentation
- 🌀 through reflective evaluation practices, integrating learned skills into the work that they do
- 🌀 sharing approaches with cross-sector partners both in regional and national networks.

Transforming systems means we do things differently—which means our organization is not your typical nonprofit. We are invested in building an organization that reflects the communities we wish to create. Centering equity is a core, fundamental piece of all our work, from our internal policies to the programming we plan.

DEMONSTRATING DIFFERENCE: A CO-LEAD MODEL

One way we are investing in systems change is through transitioning to a co-leadership structure. By sharing responsibility, we aim to improve the sustainability of these roles for the people holding them.

Reporting to the Board of Directors through the Board Chair, the Co-Executive Directors (Co-ED Strategy and Co-ED Operations) will oversee all programs and initiatives of Inspiring Communities while working collaboratively with internal and external partners and collaborators.

The Co-Executive Directors (Co-EDs) are jointly responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors and informed by the Inspiring Communities core staff team.

Serving as the most senior officers of the organization, the Co-EDs perform and facilitate three main functions: leadership, strategic planning and tactical oversight of operations.

THE ROLE

For this Co-ED role we are prioritizing individuals who have demonstrated experience with operations management, non-profit board relations, coaching staff, human resources, maintaining relationships with government, funders, and partners, as well as financial strategy and oversight. The focus of this role will be oversight of the organization's operations, and developing strategies for implementing the strategic work of Inspiring Communities internally while demonstrating leadership in practical systems change approaches to our network. The ideal individual will be able to collaborate with their Co-ED counterpart and the Board of Directors on developing actionable strategies and tactics to deliver on the organization's mission.

An ideal candidate will have the following characteristics:

- ☞ A passion for their community and for leading new opportunities for the organization
- ☞ Excellent collaboration, negotiation, communication, cultural competency, organizational and time-management skills
- ☞ Ability to work within existing systems while advocating for systems change
- ☞ The flexibility and experience to work independently, in ambiguity while leading multiple teams
- ☞ Self-awareness, openness, and empathetic coaching and conflict resolution skills
- ☞ A combination of education and experience with non-profit leadership, including operational administration, human resources, financial management and reporting, and human resources
- ☞ Experience and comfort in implementing systems change organizationally, and leading social innovation

To express your interest in this opportunity,
send resume and cover letter to
Benny Welter-Nolan at
recruitment@inspiringcommunities.ca.
Deadline to apply is **October 20**.

Visit inspiringcommunities.ca
to learn more about our work.



Responsibilities of the Co-Executive Director (Operations)

Leadership

- ☞ Facilitate positive working relationships with all parts of the organization, liaise closely with the board and collaborate with organizations throughout our networksFacilitate the development of the Inspiring Communities network and relationships to identify and secure new partnership opportunities.
- ☞ Collaborate with the Board of Directors in developing a vision and strategic plan to guide the organization
- ☞ Provide strategic oversight and leadership to drive the accomplishment IC's mission and meet its objectives

Operations

- ☞ Leads the development and implementation of an operational plan and budget supporting the strategic direction of IC with the support of the Co-ED (Strategy), Director of Finance, Director of Strategy and Partnerships, Operations Manager, and Senior Manager, Communications.
- ☞ Serves as the primary signing authority for government, funder, and financial institutions.
- ☞ Prepares reports for the Board of Directors and funders with the support of staff as needed.
- ☞ Responsible for the implementation of equity-centered human resources practices with the support of the Operations Manager and Director of Finance
- ☞ Ensures that the operation of the organization meets the expectations of its communities, the Board and funding partners



The Inspiring Communities Board, November 2022.

Working conditions

Each Co-ED will work 32 standard office hours (4 days) per week with occasional evenings and weekends, as required, to accommodate meetings, training, and events. The schedule will be negotiated with their counterpart and Board. This role is primarily based in Halifax, Nova Scotia, but can be done from any part of the province following a hybrid remote work model.

This position will require some travel across Nova Scotia for Inspiring Communities programming.

Working with communities through equity issues can be challenging and trauma-informed work, thus, as an organization, we provide support to our employees through EFAP available through our benefits program and a flexible work week option.

The Co-ED will be provided with the additional benefits to assist in carrying out the role:

- ☞ IC provides stipends for use of your laptop and cell phone; provision of these items by IC can be negotiated.
- ☞ IC provides a gas mileage stipend of 0.61/km for work-required travel throughout the province.
- ☞ Matched therapy allowance in addition to the group benefits coverage.
- ☞ Support for professional development/coaching
- ☞ IC provides 5 Weeks (25 days) of vacation per year for all employees

The starting salary will be commensurate with education and experience, with a range of \$80,000 to \$95,000. Included in the compensation package are also cost-shared medical and dental benefits.

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