



## **EXECUTIVE DIRECTOR - INSPIRED EXPLORATIONS LEARNING COMMUNITY**

**DATE POSTED:** April 21, 2022

**TITLE:** Executive Director

**EMPLOYMENT:** Full-time

**SALARY RANGE:** Commensurate with experience

**LOCATION:** Winnipeg, Charleswood area

**APPLICATION DEADLINE:** May 20, 2022

### **ORGANIZATIONAL BACKGROUND:**

Inspired Explorations Learning Community (IELC) is a non-profit organization dedicated to supporting childhood education in connection with the natural world.

To date, the primary project of IELC has been the development and management of Beaver Creek Academy (BCA). BCA is an independent, provincially-funded, full-time K-8 school that integrates the Manitoba curriculum with a forest school-inspired approach and a learner-led, multi-age, and inquiry-based educational philosophy. Currently, the school has approximately 40 learners and operates out of 5905 Roblin Avenue. Directly adjoining the school is Beauchemin Park, where nature-based programming is delivered.

Responding to the rapid growth of BCA over recent years, the strategic objectives of the organization are continued growth and development focused on long-term financial and organizational sustainability while strengthening governance, management and administrative systems.

### **THE POSITION:**

IELC is seeking an Executive Director who will be responsible for the overall administration and management of the IELC and Beaver Creek Academy, under the direction of the Board of Directors and working with the Principal and staff. IELC is seeking a dynamic individual that can lead the continued development of IELC and BCA- specifically strengthening, diversifying, and expanding programming to support the sustainable implementation of the organization's mission while enhancing and streamlining systems to ensure efficient and effective operations.



**Web.**  
[ielc.ca](http://ielc.ca)



**Email.**  
[admin@ielc.ca](mailto:admin@ielc.ca)



**Address.**  
A-5905 Roblin Blvd. Winnipeg, MB



The Executive Director must be a team-oriented and innovative leader prepared to collaborate with staff, the parent community, and the Board to strengthen existing programs and develop new ones. The Executive Director will be the operational leader and ready to implement IELC's mission and strategic direction.

### **PROFESSIONAL ATTRIBUTES:**

- Strategic thinker, long-term planner and change maker
- Adept at organizational development and management
- Proven ability to develop and obtain grant funding
- Strong organizational and financial management skills
- Knowledge of best practices in human resources and employee relations
- Effective written and spoken communicator
- Committed to justice, equity, diversity, and inclusion

### **DUTIES AND RESPONSIBILITIES:**

#### **Organizational Management:**

- Responsible for the overall management and daily administration of IELC and Beaver Creek Academy, working with the Board, Principal and staff to ensure effective operations
- Oversee the planning, implementation, and evaluation of the organization's programs and services and report to the Board and committees on program effectiveness
- Manage human resources, including hiring and supervising staff in collaboration with the Principal
- Foster effective teamwork and communication among staff and maintain a strong culture of employee engagement
- Develop and authorize contracts, including grants, fee-for-service, employment etc., including setting compensation and benefits for individual employees within Board approved policies; and ensure all obligations are met
- Engage with the Board of Directors and attend all governance and committee meetings, ensuring good communication between the Board, Principal and staff on all issues relating to the management of IELC and Beaver Creek Academy
- Ensure that the legal and governance requirements of both IELC and Beaver Creek Academy are met, including overseeing reporting related to Manitoba Education requirements in collaboration with the Principal
- Act as a spokesperson for the organization



### Organizational Development:

- Lead the staff, Board of Directors, staff and parents community in the development of an updated Strategic Plan, and develop and report on an implementation plan
- Expand the reach of IELC's mission through the development and implementation of programming beyond Beaver Creek Academy (e.g., summer camp, spring break programming, evening and weekend programming)
- Identify eligible grant funds, and develop suitable project proposals to support, enhance and expand programming activities
- Create partnerships with local community organizations, aligned groups and non-profits to deepen and expand IELC's programming and impact in the community
- Lead IELC in securing charitable status
- Lead the development of a Sustainability Plan for Beauchemin Park, collaborating with the Principal and staff to engage learners in maintaining the long-term health and sustainability of the park

### Financial Management:

- Develop an annual budget, establish income and expense parameters, and determine specific expenditures within approved budget lines in collaboration with the Finance Committee
- Report to the Finance Committee and Board on cash flow, budget to actual and other key financial measures
- Work with the Finance Committee and Board to develop financial policies and internal controls
- Develop, build on and refine financial models to inform sustainable organizational decision making
- Ensure organizational compliance with financial policies and financial and corporate reporting requirements, including ensuring compliance with all Manitoba Education funding requirements
- Oversee preparation for audit and respond to any auditor findings
- Foster new and existing relationships with funders and partner organizations to increase the impact of our programs and support the development of new ones
- Oversee bookkeeping, ensuring all transactions are recorded and reconciled in a timely manner and in accordance with generally accepted accounting standards, and ensure timely production of accurate financial statements and reports



### REQUIREMENTS:

- A collaborative working style, strong interpersonal skills, and enthusiasm for building bridges between and among key stakeholders
- Five or more years of experience in organizational financial management, experience producing and reviewing financial models to inform sustainable organizational decision making
- Five or more years experience in the management of programs and staff
- Proven multi-year track record of revenue development success, including both earned income and grant funding
- Understanding of the requirements of federal and provincial legislation applicable to Canadian charities and not-for-profit organizations
- Bachelor's degree or an equivalent combination of education and experience

### ASSETS:

- An advanced degree
- Familiarity with or experience in education
- Commitment to community-based environmental action

### HOW TO APPLY:

Qualified candidates are invited to submit the following materials in a single PDF file to [admin@ielc.ca](mailto:admin@ielc.ca) with the subject line "Executive Director Application":

1. Cover letter: no more than 2 pages
2. Resume: no more than 3 pages

IELC strives to build a team that reflects the diversity of the communities in Winnipeg, located on Treaty 1 territory, the traditional territory of the Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene Peoples, and the homeland of the Métis Nation. We encourage applications from traditionally underrepresented groups. For accommodations in the application process, please contact us.

Applications will be accepted until Fri. May 20, 2022 at 5 pm CDT. The anticipated start date is June 2022. Please contact [admin@ielc.ca](mailto:admin@ielc.ca) with any questions about the position or application process. For more information about our organization, visit [www.inspireexplorationslearning.com](http://www.inspireexplorationslearning.com).



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