

The Ripple Effect Education | Executive Director

Position Status: Permanent, 1 FTE
Salary: \$50,000-\$60,000, commensurate to experience
Benefits: Health, Dental & Vision coverage
Location: Based in Waterloo, Ontario with some remote work
Anticipated Start: April 2022

About the Position

Reporting to the Board of Directors, The Ripple Effect Education is seeking an Executive Director to lead all aspects of the organization's work. The role will operationalize TREE's mission and vision, by leading programming, managing staff and volunteers, stewarding relationships with key partners, leading fundraising activities, and overseeing the administrative activities.

About TREE

Since 2016, [TREE](#) has supported children, youth, and the adults who support them by equipping them with conflict resolution, social justice and peacemaking tools that allow them to support their peers with empathy and problem-solve equitably.

Our small, entrepreneurial team highly values reflective facilitation practice, curiosity, restorative and youth-led practices, anti-racism and anti-oppression, and building strong relationships. Our office is located in the Kindred Credit Union Centre for Peace Advancement at Conrad Grebel University College where we work amongst leaders in peace innovation, and learn alongside them in weekly community gatherings.

Throughout the COVID-19 pandemic, our team has primarily worked remotely, with some outdoor and in-person meetings and events as provincial and regional guidelines allow. We will continue to follow and adhere to public health guidelines as required.

Core Responsibilities

Leadership & Administration

- Oversee all aspects of TREE's operational, administrative, and programming elements
- Support and model TREE's [vision, mission](#) and core values, including positive peace, curiosity, anti-racism, equity, diversity, inclusion, restorative justice, accountability, innovation, relationships and youth leadership

- Steward relationships with programming partners and cultivate new partnerships
- Lead all Human Resources activities
- Work collaboratively with the Board of directors to develop strategic plans , and organizational policies
- Lead the creation of TREE's annual impact and program reports
- Act as the primary spokesperson for TREE's external communications and community engagement
- Monitor market shifts, relevant social action issues and recommend appropriate service adjustments
- Ensure compliance with all statutory obligations and other corporate responsibilities, including maintaining charitable status

Development

- Lead all fundraising activities including strategy development, prospect identification, and stewarding new and existing relationships with funding partners and donors
- Lead grant writing and reporting activities
- Lead all organizational financial activities

Programs

- In collaboration with the Manager of Programs, oversee all programs delivered align with best practices in facilitation, peacemaking, anti-oppression approaches and age-appropriate pedagogy
- Act as the Facilitation Lead, primarily delivering community and partner programming, and supporting classroom program delivery
- Collaborate with TREE staff to identify, design and evaluate opportunities for new programs that propel TREE's mission within classrooms and communities
- Collaborate with TREE staff to review and update existing programming
- Lead training, onboarding and ongoing coaching for all TREE teams, including facilitators, youth advisory team and volunteers
- Collaborate with TREE staff to onboard new clients, schedule programming, and support program logistics

Qualifications and Requirements

- A bachelor's degree in a relevant field, including peace and conflict studies, social development studies, psychology, education, business, etc.
- Knowledge of and passion for peacemaking practices, conflict transformation theory and practice, peace and social justice education, and equity-centred community design
- Experience in:
 - leadership capacity, in the charitable or non-profit sector preferred
 - strategic planning and development

- leading or supporting fundraising activities including grant writing and management, and donor relations
- facilitation, public speaking, networking, training, coaching, etc.
- working with and supporting diverse groups of children and youth at the elementary school level is required; experience working with diverse groups of high school aged youth and young adults is an asset
- youth program development and evaluation
- developing communications strategy including social media
- program assessment, evaluation and report development
- recruiting, hiring and managing diverse teams of staff and volunteers
- The ideal candidate is highly skilled in:
 - interpersonal skills and relationship-building
 - written and verbal communication
 - time management and organization
 - ensuring a high level of confidentiality
 - exercising self-awareness, self-care and self-reflection

The successful applicant will be required to:

- Submit a records check for working with the vulnerable sector.
- Have access to their own reliable transportation.
- As Core Collaborators in the Kindred Credit Union Centre for Peace Advancement, all TREE staff and volunteers working on campus and in the community must follow all guidelines and policies regarding COVID-19 vaccinations and testing, as required by the University of Waterloo and our in-person partners.

Application Process

We invite interested applicants to apply to hello@therippleeffecteducation.ca. Please include your CV and cover letter, with the subject line “Executive Director Application.”

Applications will be received until **Thursday, February 17, 2022.**

Equity, diversity and inclusion are at the core of TREE’s values. We invite and encourage applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our team.

Persons who require accommodation in the application process or those needing job postings in an alternative format may email a request to hello@therippleeffecteducation.ca