

BGC St. Alban's, (the Club) a non-denominational community organization, is seeking applicants for the position of Chief Executive Officer. The Club celebrated its 75th anniversary in 2024 and has grown to provide services to children and youth in approximately 30 locations throughout the Greater Toronto Area.

In addition to managing the functional Club, the new CEO's focus in the coming years will be to support the Board in increasing its diversity and community representation, addressing a disparity between funding for children and youth in the communities the Club serves, developing a growth model for our sites in York Region, and completing the launch of Camp Howland Lake a summer camp the Club is currently developing.

The CEO supervises five experienced senior managers and community directors, plus communications and finance. The 30 sites where programming is offered – including the original club in downtown Toronto, BGC Jane and Finch, and BGC Weston-Mount Dennis -- are primarily in schools, Toronto Community Housing and City of Toronto facilities in Toronto and York Region, many in at-risk or underserved communities. The Club's programs are HIGH Five accredited, and designed using an Asset Building model developed by the Search Institute.

The Club has an annual budget of approximately \$5 million, using funding from government, foundations, individual and corporate donors, employing 35 full-time and 170 part-time people, serving 2,000 children and youth annually and 700 children and youth each day.

Funders include Service Canada, Ontario's Ministry of Sport, the United Way, the City of Toronto, BGC Canada and many foundations, as well as fee-for-service programs and other private fundraising. BGC St. Alban's is an accredited affiliate of BGC Canada, a national organization with more than 70 member Clubs.

Position Summary - Chief Executive Officer

BGC St. Alban's ("the Club") exists to provide safe, supportive places where children and youth can experience new opportunities, overcome barriers, build positive relationships, and develop confidence and skills for life.

The Club's vision is to help all children and youth discover and achieve their dreams and grow up to be healthy, successful, and active participants in society.

The Chief Executive Officer ("CEO") of the Club reports directly to the Board of Directors, through the Board President, and collaborates with its various committees. The CEO is responsible and accountable for the overall management and operations of the Club.

The CEO responsibilities encompass the following:

Business and Financial Knowledge

The CEO demonstrates a thorough knowledge of business and financial practices.

- Supports the Board in the development of the Club's strategic direction and leads its implementation.
- Monitors, controls, and reports on the Club's financial position.
- Oversees annual budget of approximately \$5 million
- Understands and responds to legislative, regulatory, and professional requirements.

People Management

The CEO manages the resources of the Club, with a particular emphasis on managing and mentoring senior staff, external partners and stakeholders.

- Leads the Club and instills confidence in staff through direction and coaching.
- Encourages teamwork and initiative across full-time and part-time staff.
- Models ethical behavior and transparency in such throughout the Club.

Programming and Services

The CEO ensures that the Club delivers and evaluates high-quality programming and services required to meet the identified needs of the communities served. The CEO promotes partnerships with internal and external stakeholders.

- Oversees a team that offers and evaluates consistently high-quality programs and services to meet the identified needs of the communities served, with a focus on continued improvement.
- Cultivates and builds positive alliances with all partners/stakeholders including volunteers.
- Ensures accountability of the programs with members, parents, community stakeholders and funders.
- Ensures that the legal obligations of the Club are met, and potential risks are reported to the appropriate persons and/or authorities.

Fundraising, Marketing and Promotion

The CEO ensures revenue from various funding/fundraising sources meets the Club's operational and capital needs. The CEO promotes the Club via marketing and publicity.

- Ensures the financial solvency and viability of the Club.
- Develops policies and procedures to secure new sources of funding, including businesses, donations, bequests and also public and private foundations.
- Promotes the Club through marketing, public relations, and other activities.

Working with the Board

The CEO assists the Board of Directors in meeting governance mandates and fulfilling strategic directions for the Club.

- Provides leadership, guidance, and support to the Board that includes establishing positive working relationships with and among Directors.
- Provides updates that enable the Board and its committees to operate efficiently.
- Recommends policies to the Board for the effective operation of the Club.
- Produce accurate and timely minutes of the Board and related meetings that clearly reflect discussions and decisions.
- Promotes and communicates corporate decisions to staff and affected parties.
- Initiates and oversees short- and long-term strategic plans ensuring the desired outcomes are monitored and achieved.
- Works to anticipate community needs.

Other Duties

- As required.

Qualifications

- Related bachelor's degree (e.g., business administration in not-for-profit management, community social work, or equivalent).
- Experience in managing a community-based not-for-profit organization, or similar management experience.
- Extensive experience in initiating, planning, implementing, and evaluating community programs and services.
- Extensive experience in financial management, community development and outreach, and people management.

Compensation will be commensurate with experience.

Reports to:

Board of Directors, through the Board President.

Interested and qualified candidates please submit your resume to board@stalbansclub.ca.