



Role Description

Executive Director

Functional Group/Department	CERIC
Reports to	CERIC Board of Directors CEO The Counselling Foundation of Canada
Direct Reports	Senior Director, Marketing and Communications Manager, Research Initiatives Manager Events, Learning and Development, Lead, Programs, Learning and Development
Management/Non-management	Management
Bilingual	An asset
Date established or amended	December 2019/June 2021/ October 2022

As the leading Canadian organization to support education and research in career counselling and career development, CERIC is committed to provide a collaborative work environment grounded in respect for diversity of lived experience and opinion and recognizes the many ways that leadership is demonstrated through the skills and abilities of its staff and volunteers. CERIC is committed to racial justice and reconciliation. As CERIC furthers the goals and vision of The Counselling Foundation of Canada CERIC and Foundation staff are cross-appointed to both organizations.

CERIC Vision

People in Canada have the capacity to use their skills and talents towards a more fulfilling future for all.

CERIC Mission

Advancing career development in Canada.

CERIC Strategic Mandates

- *Promoting career development as a priority for the public good*
- *Building career development knowledge, mindsets and competencies*

Position Summary

The CERIC Executive Director leads the development and delivery of the strategic goals and objectives for the organization, supporting the CERIC Board, Committees and staff in their efforts. The individual in this role is the external and internal champion of CERIC and is often called upon as a presenter and speaker by the career development community, stakeholders, community and civic organizations, funders, partners and the general public. The Executive Director provides leadership and support to the Board of Directors with respect to organizational governance, policies and procedures. The Executive Director oversees all aspects of CERIC

operations delegating responsibility as appropriate. In keeping with the CERIC Mission, the Executive Director provides encouragement to staff in support of their individual and group professional development objectives. In addition to revenues raised through its programs, CERIC is primarily funded by The Counselling Foundation of Canada.

Core Responsibilities

Strategy and Planning

- Lead the annual planning cycle and the development of the CERIC Strategic Plan and/or setting of Strategic Priorities; regularly consult with the Foundation CEO and report on progress to the CERIC Board.
- Align annual priorities set by the CERIC Advisory Committees with overall Strategic Plan and Priorities and ensure the priorities are reflected in the workplans for each functional area and further the Mission and Vision of the Foundation.
- Oversee all activities, programs, projects and initiatives of CERIC.

Governance, Board Relations and Policy Development

- Ensure Board, Strategic Committees and Advisory Committees are appropriately supported including timely meeting notice, distribution of relevant materials in advance of meetings and minute-taking.
- Develop and/or implement Board and operational policies, and support the Governance Committee's oversight to ensure policies remain up to date and relevant.
- Support succession planning for Board, Strategic Committees, Advisory Committees and Governance Committee.
- Implement CERIC's Equity, Diversity and Inclusion (EDI) priorities and policies.
- Oversee the development and implementation of orientation for in-coming Board, Strategic and Advisory Committee Members.
- Consult regularly with the Board Chair and CEO of the Foundation on governance and policy matters.

Stakeholder Relationships

- Champion and spokesperson for organization.
- Represent CERIC at committees, conferences, meetings and other networking and marketing opportunities.
- Seek out speaking and presentation opportunities.
- Maintain and continuously expand a network of contacts with individuals and organizations (other agencies, government, educators, counsellors, funders, relevant individuals and service organizations).
- Lead the process to identify program and project opportunities and encourage strategic and functional partnerships.

Project and Programs Management

- Lead the Board and Advisory Committees discussion to develop and update funding priority areas on an annual basis.
- Oversee and monitor all internal projects/programs and initiatives such as Summer Skills Academy, Roadshows, Careering, Cannexus, Graduate Student Engagement Program (GSEP) and research initiatives.
- Maintain and enhance ongoing relationship with program delivery partners (Société GRICs, Memorial University of Newfoundland) to negotiate programmatic changes and costs and monitor overall program effectiveness.

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- Support the Manager, Research Initiatives to identify and initiate research projects including Project Partnership Applications and agreements.
- Coordinate the Etta St. John Wileman Award Selection Committee.

Financial Management

- Establish the annual budget and gain Board and Foundation CEO approval, revise as required to achieve revenue and expense targets; monitor accordingly throughout the year.
- Establish and adhere to financial policies, safeguards and financial controls.
- Ensure the accuracy, integrity and timeliness of all financial accounting and reporting.
- Provide mentorship and guidance on the development, monitoring and revision of activity area budgets.
- Identify revenue generation opportunities in collaboration with the Senior Director, Marketing and Communications, the Manager, Events and Specialist, Programs, and Lead, Programs, Learning and Development.

Operational Oversight

- Oversee compliance with all government legislation, regulations and guidelines with respect to employment and Canada Revenue Agency requirements.
- Ensure administrative practices and policies are regularly reviewed; maintain an effective and cost-efficient office environment and ensure that all staff are familiar with the policies and expectations.
- Monitor and evaluate progress and results of annual work plans for each activity area.
- Prepare regularly update to the Board of The Counselling Foundation of Canada in collaboration with the CEO.

Human Resources

- Establish and oversee an effective recruitment, hiring and orientation process.
- Guide and support management staff in the annual performance management and professional development planning with staff.
- Collaborate with the Foundation CEO to periodically review and update role descriptions; review salary and wage structures; update and communicate human resources and general office policies and procedures to staff.
- Support leadership development through delegation of authority and responsibility to staff with respect to programs, projects, Advisory Committee support and oversight of intern and co-op student placements, and volunteers as and when appropriate.

Working Conditions

- The office of CERIC is located at Foundation House, 2 St. Clair Avenue E, Toronto but a blend of in-office and remote work is anticipated
- Candidates outside the Greater Toronto Area will be considered and CERIC is prepared to consider long-distance alternative work arrangements that would include regular travel to Toronto

Education and Experience

- University degree in social sciences, business, commerce or related disciplines
- Significant leadership experience in a similar role preferably with a non-profit organization
- Bilingual (English/French) an asset

Skills and Qualifications

- A strong and proven people leader and team builder
- Demonstrates sound risk-management approach to planning and implementation
- Excellent administrative, fiscal, organizational and strategic thinking skills
- Excellent interpersonal and relational skills
- Ability to lead change effectively
- Excellent presentation and facilitation skills
- Excellent oral and written communication skills
- Demonstrates capacity to consistently meet or exceed CERIC competency expectations at the fully-experienced level
- Good understanding of the broader career counselling and career development field, including sectoral differences
- Well-developed analytical skills in the area of policy, program effectiveness, project management, and project budgeting
- Experience in developing and maintaining a variety of partnerships
- Experience working with a national not-for-profit Board and committees
- Proficient in the use of office technology

CERIC Core Competencies

CERIC has established the following Core Competencies in support of career and performance development for all staff recognizing there is a continuum as people gain experience within their role and develop their skills and leadership abilities.

Results Orientation Prioritization and consistency with a focus on achieving intended results for self and/or team.

Communications Respectful, inclusive, professional, open approach to others through effective verbal, written and visual communications.

Performance Productivity and Planning Supportive, collaborative and successful execution of a plan based on well-defined roles, goals, timelines and outcomes.

Job Knowledge/Technical Competence Work is performed to the highest degree of competence with integrity based on sound knowledge of the job, including required technological expertise.

Continuous Improvement and Adaptability New insights, flexibility, adaptability, accessibility, creativity and innovation are applied continuously to improve outcomes for self and team.

Team Orientation Work is completed with integrity with a supportive, inclusive and collaborative approach focused on the success of a team committed to and inspired by each other.

Work Commitment and Projects Positive Image Dedication, passion and reliability drive success and underlay strong internal and external relationships.

Strategic Management The long-term interests and values of CERIC are consistently incorporated in all objectives, priorities, plans and relationships. Stakeholders are respected and engaged in the work of CERIC through meaningful discussion and decision-making.

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Leadership The Vision, Mission and Values of organizational and individual performance are based on ethical decision-making, trust, delegation, appropriate resourcing and sound problem-solving that empowers all staff to achieve their best and produce desired results.