



Influence Mentoring Society Executive Director Job Description

Overview

Influence Mentoring Society's ("Influence Mentoring") Executive Director will be an aspirational, big picture and strategic thinker, and a leader in the Indigenous community. The Executive Director will report directly to the Chairperson of the Influence Mentoring Board of Directors, and will be responsible for overseeing all aspects of the Influence Mentoring Program ("Program").

Key Responsibilities

- Provide leadership, and in conjunction with the Board of Directors, strategic direction, for all aspects of the Program.
- Provide oversight of all operational aspects of the Program, including but not limited to:
 - Program development and implementation.
 - Strategic outreach and engagement with potential Mentors, Protégés, funders, while serving as the primary point of contact for the Program's institutional partner(s).
 - Ongoing engagement and support for current Mentors and Protégés.
 - Maintaining and optimizing the Program's online platform, with support from appropriate technical resources, as required.
 - Designing and delivering online mentoring bootcamps and networking sessions.
- In collaboration with the Board of Directors, implement the organization's external engagement and communications objectives to develop the profile of Influence Mentoring across stakeholder groups, including Indigenous communities and their leadership, Indigenous post-secondary students, post-secondary organization staff, current and potential funders and corporate partners, and other Indigenous-focused organizations (for profit and not for profit).
- Maintaining the organization's presence and interactions on social media, including (without limitation) Facebook, LinkedIn, Instagram and Twitter.
- Providing governance leadership for the Mentoring Program, including development of a longer-term Strategic Plan in collaboration with the Board of Directors, and advising, monitoring and acting on risk issues.
- Managing all operational financial matters and reporting on budgetary matters to the Board of Directors, including:

- Ensuring all operational financial matters are attended to including (without limitation) all accounts payable and receivable, in accordance with organizational policy and guidelines.
- Developing and monitoring budgets with bookkeeper.
- Working with bookkeeper and Board Treasurer on annual financial statements, audit preparation, audited financial statements and Board review.
- Developing and preparing government grant applications and private funder requests for support.
- Working with the Board on establishing Charitable Status with CRA
- Development of Program reporting, including:
 - Appropriate data and outcome framework
 - Appropriate reporting system(s)
 - Annual report to funders.

Core Competencies

In addition to a relevant post-secondary degree (or a combination of applicable experience, knowledge and education), the successful candidate will demonstrate the following core competencies and experience:

- Passion for supporting Indigenous students.
- Expertise in Indigenous culture and ways of knowing.
- Experience and success working with Indigenous communities and Indigenous students. Fluency in an Indigenous language would be an asset.
- Relevant and demonstrable experience in project coordination, with a track record of successful delivery and implementation.
- Knowledge of mentoring philosophies and approaches and experience with mentoring programs.
- Demonstrated ability to build strong relationships and drive engagement with a wide range of stakeholders, with particular focus on Indigenous youth.
- Strong leadership potential, with formal or informal experience preferred.
- Strong written and verbal communications skills, including aptitude for public speaking, building and delivering presentations to funders and facilitating large group sessions.
- Proficiency coordinating individuals and groups through virtual platforms (i.e., WebEx, Zoom, Microsoft Teams, Skype, etc.).
- Experience in fundraising and grant writing, preferably in the not-for-profit sector.
- Excellent administration and organizational skills.
- Experience working with media and social media platforms.
- Proficiency with word processing, spreadsheets and databases, including a strong working knowledge of Microsoft Office Professional (Word, Excel, Outlook and PowerPoint).