



TEACH FOR
ENSEIGNER POUR LE
CANADA

TEACHFORCANADA.CA
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JOB OPPORTUNITY WITH TEACH FOR CANADA Vice President of Strategy and Operations

Teach For Canada is looking for a dynamic, hard-working, team-oriented change-maker to lead our Strategy and Operations division.

The Basics

Job term:	Full-time, permanent
Hiring salary range:	\$87,000 - \$98,000 per year plus benefits
Start date:	December 10, 2018
Location:	Toronto, Ontario
Closing date:	October 19, 2018
Application method:	Cover letter and resume sent to apply@teachforcanada.ca
Interview dates:	Initial phone Interviews: October 29 - November 5 Full interviews: November 13 - 15, 17
Office experience date:	November 20 or 21
Requirements:	8+ years of work experience in management, finance, HR, operations, or related fields

Our Approach

Overall, Canadian education is a success story. But high overall quality masks deep inequality. On First Nations reserves, 3 in 5 students do not complete high school. Small communities often face challenges recruiting and retaining teachers. And, too often, new teachers arrive in northern and Indigenous communities without the preparation and support they need to succeed—and stay—in the classroom.

Teach For Canada has joined northern First Nations communities in the movement to make education more equal. We are a non-profit organization that recruits, prepares, and supports outstanding certified teachers.

Our Culture

We dream big. Teach For Canada believes that committed, passionate teachers with strong leadership characteristics can ignite positive change. Our small, tightly knit team works hard to create meaningful impact. For a VP of Strategy and Operations, this means working occasional evenings and weekends during the year and travelling to our Summer Enrichment Program.

If you prefer working alone, dislike ambiguity, and adhere to a very strict schedule, then this job probably isn't right for you. But if you're looking for a fun, multi-faceted, energizing, and rewarding work environment that will push you every day, then we want to hear from you.





Your Responsibilities

The Vice President of Strategy and Operations will report directly to the Executive Director and will be responsible for defining our long-term organizational strategy and managing the day-to-day operations of Teach For Canada. You will have three direct reports: Director of Team and Operations, Director of Communications, and Director of Impact and Learning. Specific responsibilities include:

Organizational strategy

- In your first six months, work with an external consultant to build a 5-year strategic plan
- Develop a 5-year strategy implementation plan including organization-wide goals, timelines, metrics, and budgets, and begin implementation in Summer 2019
- Build a reporting structure to monitor the progress on implementation of the strategy
- Lead the annual planning process and ensure that annual plans tie to the 5-year strategy
- Identify challenges and emerging issues faced by the organization and define and execute appropriate strategies to address them
- Act as a strategic advisor to the Executive Director and Board of Directors, including by attending all meetings of the Board of Directors

Knowledge management

- Serve as the internal knowledge management champion by ensuring that all departments collect data (qualitative/quantitative) and use it to inform their work
- Assemble all relevant data collected in the history of Teach For Canada and build an internal data warehouse to store it
- Until a full-time analytics manager is hired, directly perform analyses to confirm or disprove high-level organizational hypotheses (e.g. growth targets)
- Work with the Director of Communications and Director of Development to ensure that organizational results are being communicated to all stakeholders, including donors
- Work with the Director of Impact and Learning on all activities related to impact assessment and internal learning

Finance

- Oversee our Finance and Accounting functions to ensure that appropriate reporting, internal controls, and compliance are maintained
- Review and provide input on monthly, quarterly, and annual financial reconciliations
- Ensure that Teach For Canada remains financially solvent
- Oversee the annual financial audit work through any areas of discussion with the auditors
- Ensure that Teach For Canada is compliant with Canada Revenue Agency rules for charities



Operations

- In 2019, work with the Director of Team and Operations and an external consultant to review and improve Teach For Canada's internal processes, systems, and communication across the organization
- Oversee all activities of the Team and Operations department including HR (hiring, professional development, performance management), culture, governance, legal, office management, relationship management, and administration
- Ensure that Teach For Canada is compliant with employment and labour laws
- Lead weekly all hands meetings

Leadership

- Align team members around a shared compelling vision
- Serve as the internal culture ambassador and help maintain a healthy workplace culture
- Serve as a spokesperson on media interactions as needed
- Meet with current and potential donors as needed
- Integrate diversity and inclusion strategies into annual and strategic plans
- Be an effective people manager for the Director of Team and Operations, Director of Communications, and Director of Impact and Learning

Partnerships

- In cases where an organization-wide strategic partnership would further our goals, serve as the internal lead for building those partnerships
- Represent the organization in meetings with potential partners

Your Fit

- **You are respectful of Indigenous cultures and histories:** You have a deep respect for the histories, cultures, and goals of Indigenous communities in Canada.
 - **You are a builder.** You are a multi-talented go-getter who has unbridled ambition to create things: policies, structures, multi-year strategies, and more.
 - **You are resilient.** You thrive in a fast-moving environment and have a high tolerance for change and ability to adapt.
 - **You are a numbers person.** You are extremely capable with analysis, including financial analysis. You enjoy the scientific method. You love spreadsheets.
 - **You are a jack-of-all-tech:** You are highly proficient with Microsoft Office, Salesforce, and database management. You learn other tech quickly.
 - **You are results focused.** You enjoy setting goals and being held accountable for goals. You believe if something is worth doing, it is worth doing right—every single time.
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Application Process

Please send one PDF file containing a resume and cover letter, highlighting the skills and approach you will bring to this role to apply@teachforcanada.ca by **October 19, 2018**. The successful candidate will be required to apply for and obtain a Police Records Check for the vulnerable sector.

Teach For Canada is an equal opportunity employer. As an organization that works with Indigenous communities, we value Indigenous perspectives in the workplace and encourage Indigenous candidates to apply.

