



**TEACH FOR**  
**ENSEIGNER POUR LE**  
**CANADA**

# **Role Specification**

## **Executive Director, Teach For Canada**

### **Contacts**

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Board Chair

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## **1. Teach For Canada Overview**

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

We work with First Nations education leaders, principals, teachers, and many others to recruit and select certified teachers who have the motivations, aptitude, and fit to be successful in a northern First Nation. Once selected, we provide three weeks of community-focused summer preparation and ongoing support during a teacher's minimum two-year teaching commitment in the North.

To date, 180 teachers have gone through our program, and they have supported over 2000 students in 19 northern First Nations. Over the past five years, Teach For Canada has grown to a permanent staff of 25 and an annual budget of approximately \$3.0 million.

Website: [www.teachforcanada.ca](http://www.teachforcanada.ca)

## **2. First Nations Community Partners**

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In 2019-20, Teach For Canada is working in partnership with 17 First Nations in northern Ontario and 1 First Nation in northern Manitoba. The 18 communities are Ojibwe, Cree, and Oji-Cree and span Treaty 3, Treaty 5, and Treaty 9 territory. 5 of the 18 communities have all-season road access, and the remaining 13 communities are fly-in with the exception of winter roads, which typically open in late January and close in April. We expect to partner with additional First Nations in northern Manitoba in 2020. You can learn more about community partners at <https://teachforcanada.ca/en/community-partners/our-community-partners/>.



### **3. Values and Organizational Culture**

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Teach For Canada operates in a complex historical, cultural, and education context. The impact of colonialism and residential schools has been felt deeply by Indigenous communities in the north, and we are only successful due to our community-focused approach and adherence to the values that guide our work.

Our five values are: Humility, Respect, Collaboration, Integrity, and Learning

Our values lead to an organizational culture that is relatively flat in hierarchy, where all opinions and ideas are valued, and where decision-making is rarely top-down. When top-down decisions are made, there is an expectation of transparency from leadership. We embrace an inclusive approach that focuses on our entire team and encourages inter-departmental collaboration.

Teach for Canada has an open office layout where there are no closed-door offices, even for the Executive Director or Vice Presidents. Departmental staff (e.g. teacher recruitment) do not sit together in pods, but rather sit in groupings with staff from other departments to encourage full team collaboration. There are many areas for quiet work if the open office is too distracting. There is the occasional need to attend meetings outside of typical hours.

The work is performed in an environment where there are significant pressures to fundraise sufficient funds to fulfill Teach for Canada's responsibilities. The job requires travel to remote communities of Ontario and Manitoba. Many of these communities are accessible by air only for most of the year and schedules are often at the mercy of weather so the candidate must be patient and flexible.

### **4. Teach For Canada History**

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Our organization was born through Action Canada, a public policy program that shines light on Canadian issues and inequities. In 2011, an Action Canada fellow—Mark Podlasly, a member of the Nlaka'pamux First Nation—told of his experiences in Indigenous communities, describing the challenges for youth to build trust with teachers only to have them leave midway through the year or at the end of the year. The twin challenges of teacher supply and turnover compound historical injustice and systemic inequities to produce a statistical education gap between First Nations and non-First Nations communities.

Two Fellows—Kyle Hill and Adam Goldenberg—were drawn to Mark's story. The three began finding volunteers and experts in First Nations education to build their knowledge, and the vision of recruiting, preparing, and supporting teachers quickly emerged. In 2014, after years of listening and learning, Teach For Canada launched and hired its first full-time staff.



## **5. The Role**

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The Executive Director reports directly to Teach For Canada's Board of Directors and operates as the chief executive of the organization with full responsibility for all strategic and financial decisions. They will be tasked with driving the top and bottom-line growth for Teach For Canada, which will involve shaping and executing the organization's overall strategy for Canada, leading key initiatives, and ensuring long-term sustainable success for the organization.

At the same time, the Executive Director will play a critical role as a Teach For Canada ambassador to Chiefs and Councils and Education Directors from our community partners, Indigenous organizations such as PTOs and tribal councils, the federal government, provincial governments, and donors.

They will manage a team of 3 direct reports—Vice President of Strategy and Operations, Vice President of Programs, and Director of Development—and will lead a team of 25 employees across seven departments including Teacher Recruitment, Teacher Development, Community Engagement and Indigenous Relations, Team and Operations, Communications, Development, and Impact and Learning.

### **The key priorities for the Executive Director are to:**

#### **Take centre-stage in fundraising efforts on behalf of Teach For Canada (50%)**

- Work with the Director of Development to develop and execute a long-term fundraising strategy that focuses on four categories of funders: foundations, corporations, governments, and individuals
- Serve as Teach For Canada's main point of contact for our largest donors
- Build relationships with existing and prospective funders through email updates, in-person meetings, and other methods
- Play a strategic and operational role designing stewardship opportunities for large donors, including northern community visits and galas/dinners

#### **Be a key ambassador to Teach For Canada's First Nations community partners and a trusted partner to external stakeholders (25%)**

- Build and maintain effective relationships with First Nations community partners and Indigenous governance organizations including Chief and Councils, PTOs, tribal councils, and other bodies
- Build and maintain effective relationships with leaders in federal and provincial governments, universities, and peer organizations
- Build effective relationships with all members of the Board of Directors through bi-annual in-person Board meetings, quarterly calls, and other engagement opportunities as appropriate
- Demonstrate all of Teach For Canada's core values at all times: humility, respect, collaboration, integrity, and learning



**Be accountable for the financial and operational success of Teach For Canada (10%)**

- Work with the existing Operations Team to ensure that Teach For Canada remains solvent and continues to build a foundation for long-term financial stability
- Receive and interpret quarterly and annual financial statements
- Work with the existing Operations Team to ensure that Teach For Canada is compliant with CRA rules for charities, employment and labour laws, and other applicable laws
- Ensure the effective stewardship of Teach for Canada's financial and non-financial resources, including the management, control and reporting of human and financial resources and information
- Continuously identify challenges and emerging issues faced by the organization and define and execute appropriate strategies to address them
- As the team grows, ensure succession plans are in place, especially for senior managers

**Ensure implementation of strategy in complex context (10%)**

- Work with other executive leadership to develop and execute Teach for Canada's vision, strategic objectives, and budget, as approved by the board
- Thoroughly understand the different parts of Teach For Canada's history, mission, vision, values, and critical success factors
- Take an evidence-based, data-driven approach to setting goals and plans
- Gain an appreciation for the variety of stakeholders involved in Teach For Canada's operations and the relationship history with each of them
- Develop an understanding of Teach For Canada's community-focused organizational culture

**Promote a culture of excellence and oversee a high-performing team (5%)**

- Build on the existing culture of continuous improvement, coaching, and personal and professional development
- Be a champion for a positive and collaborative organizational culture and set the tone throughout the organization
- Develop a talent pipeline to complement the existing team
- Ensure that Teach for Canada's policies and strategies are properly developed and uniformly understood implemented by all staff.



## 6. Candidate Profile

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Teach For Canada is seeking a committed and passionate leader who brings an entrepreneurial but disciplined approach to the organization. The Executive Director should bring a community-focused mindset, an appreciation for the uniqueness of Teach For Canada’s work, and the ability to take a holistic perspective to achieve success.

Career and functional experience	Must have	Nice to have
<b>Executive leadership:</b> Has deep management and organizational leadership experience, including people management, fundraising/ business development and financial reporting responsibilities	X	
<b>Fundraising:</b> Has experience fundraising for a charitable organization or possesses skills needed to fundraise effectively	X	
<b>Indigenous communities:</b> Has worked with or has deep knowledge of Indigenous and/or northern communities	X	

Core Competencies	Must have	Nice to have
<b>Influence:</b> Effectively communicates Teach For Canada’s mission and vision to different audiences, including internal team, donors, and others	X	
<b>Leadership:</b> Develops and implements high-level strategic direction with personal integrity, balancing a drive for results and strong relationships	X	
<b>Flexibility:</b> Demonstrates resilience with a high tolerance for change and the ability to seamlessly respond to changing circumstances		X
<b>Listening and Responding:</b> Seeks feedback; identifies both verbal and non-verbal cues during discussions with stakeholders, including staff, communities, and donors; and adapts approach		X
<b>Office tech:</b> Has experience with Google applications, Microsoft Office, Salesforce, Dropbox, Adobe Acrobat Professional		X
<b>Financial management:</b> Can interpret financial statements and data		X



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Serving as the Executive Director of a growing charity with 25 staff is not a 9-5 job. The Executive Director must be available to handle unexpected situations as they arise, and is required to speak on behalf of the organization during evenings and weekends at teacher recruitment events, fundraising events, community engagement events, and more. They must be able to travel to northern First Nations for community engagement visits. If you prefer working alone, dislike ambiguity, and adhere to a very strict schedule, then this role and this organization probably isn't right for you. But if you're looking for a fun, fast-paced, multi-faceted, energizing, and rewarding work environment, then we want to hear from you.

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

## **7. Application Process**

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Please send **one** PDF file containing a resume and cover letter addressed to [apply@teachforcanada.ca](mailto:apply@teachforcanada.ca).