



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/27

Chief Operating Officer

Job ID	5B-FF-38-43-98-5D	
Web Address	https://careers.indigenous.link/viewjob?jobname=5B-FF-38-43-98-5D	
Company	Canadian Urban Institute	
Location	Toronto, Ontario	
Date Posted	From: 2024-07-26	To: 2024-09-24
Job	Type: Full-time	Category: Public Administration
Languages	English, But French Also Considered An Asset	

Description

About the Canadian Urban Institute:

The Canadian Urban Institute (CUI) is a registered charity and the heart of Canadian city building. We are a collaborative and inclusive platform where policymakers, urban professionals, leaders, activists, and academics from diverse backgrounds come together to shape vibrant and equitable urban communities across Canada. CUI is an entrepreneurial, opportunistic organization responding to challenges faced in urban environments. Through COVID CUI developed a number of new initiatives and has experienced significant revenue and staff growth.

Role Description:

CUI is seeking an experienced Chief Operating Officer to support the President and CEO and senior staff in building a dynamic, responsive national institute to strengthen urban life in Canada.

The Chief Operating Officer will bring their considerable experience and knowledge to oversee all aspects of the organization's operations and be responsible for designing and optimizing the systems and programs required to ensure CUI can fulfill its pan-Canada mission.

Reporting to the President and CEO, the Chief Operating Officer is an efficient leader with excellent people skills, broad organizational and institutional management experience, strong project and financial management skills, familiarity with urban issues in Canada and globally, proven leadership in addressing systemic equity both within organizations and in broader program design and implementation serving those outside the organization.

Day to day, CUI has a small, nimble staff working in the Toronto office with others located across the country. In addition to full-time staff, CUI has students, interns, senior associates, fellows, volunteers, and a Board of Directors to support its work. As a pan-Canada organization that has benefitted from the connectivity technology enables, CUI is a promoter of the importance of proximity and adjacency, so in-person interactions both in the Toronto office and co-working spaces in other cities where staff reside, are important to the way in which work gets done. A large part of the COO's role will be to connect people across the organization.

CUI is built around the potential for many partners across all sectors including governments, business, community, and civil society - a big tent - to collaborate around solutions-finding for communities, the COO will have an ongoing role in creating effective partnerships with organizations, institutions, and funders.

Duties and responsibilities:

- Oversee daily operations of the organization and its staff (program design and delivery, human resources, IT and digital support, marketing and communications, finance).
- Work closely with the President & CEO, executive team, and staff to inform and implement organizational vision and strategic plan, as approved by the Board.
- In conjunction with the Finance Team, plan and oversee the annual budget, monitor monthly achievement, and maintain a robust and sustainable revenue pipeline.
- Enable and engage with project managers to ensure individual projects are achieving the required financial and non-financial outcomes in an effective and efficient manner.
- Promote and build a positive organizational culture, including developing, implementing, and monitoring equity-based employment and administrative policies and procedures.
- Work closely with senior staff to hire, supervise, develop, and retain staff.

- Develop and implement evaluative processes for organizational and staff accountability, performance, and professional development.
- Establish and maintain relationships with external organizations and utilize those relationships to strategically enhance CUI's mission.
- Establish and maintain reporting relationships with funders, sponsors, and supporters.
- Provide regular operational updates to the Board, as requested.
- Other duties as assigned by the President & CEO.

Experience

- A minimum 10 years of senior management experience in the non-profit, public, or private sector
- Experience in a senior leadership role in the private, public, community, or charitable sector.
- Demonstrated competency in strategic planning and business and program development.
- Familiarity with best practices in non-profit organizational management, human resources, performance management, and developmental evaluation.
- Strong financial management skills, including budget preparation, analysis, decision-making and reporting, with demonstrated competency in improving financial results.
- Experience with organizational legal, regulatory and governance areas, contract management, and transaction best practices.
- Exceptional organizational abilities, including planning, delegating, program development, and task facilitation.
- Experience bringing an equity lens to all aspects of the work, both internal and external.
- Experience working in an entrepreneurial environment, ability to excel in high-pressure situations, and ability to work collaboratively.
- Experience in establishing relationships with individuals and organizations of influence including funders and partner institutions, and governments - ideally at all levels.
- Experience working with a Board of Directors.
- Working knowledge of data analysis and performance/operation metrics.
- Working knowledge of IT/business infrastructure and MS Office.
- CUI operates predominantly in English, but has francophone staff and partners, and would like to strengthen its programming to Quebec and French-speaking Canada, so a working knowledge and fluency in both official languages is an asset.

Education Requirements

A bachelor's degree or higher academic certification in business, economics, finance, management, or a related discipline.

Essential Skills

General requirements

- A keen interest in urban issues and appreciation of their importance to Canada.
- Interest in working across multiple projects, building relationships with stakeholders and doing what it takes to achieve organizational and project outcomes.
- Well-developed ability to effectively communicate with diverse and cross-cultural and cross-sector audiences.
- Commitment to team success, shared knowledge, highly ethical behavior, and working for an organization whose mandate is to serve the public good.

Work Environment

As above, CUI believes in the benefit of working in shared working environments. The COO position is a Toronto-based in-office position and requires the ability to work during regular business hours, with the ability to work flexible hours from time to time. As a national organization CUI operates across 5 time zones, the COO will be able to set their own schedule accordingly.

Other

Diversity:

The Canadian Urban Institute is committed to fostering a supportive and inclusive workplace culture, where people from all backgrounds can thrive. We place high value on diversity and encourage applications from all equity-deserving groups. We are committed to an environment that is barrier free. If you require accommodation during the hiring process, please inform us and we will arrange for accommodation.

Compensation:

Salary range is commensurate with experience. CUI offers a competitive benefits package including four weeks of paid

vacation, and two additional weeks annually when our offices close to support time for family and community time.

How to Apply

Click "Apply Now"

Please submit your cover letter and resume through the following form by August 14, 2024, 11:59 pm ET. Your cover letter should outline your essential skills and tell us why you are the ideal candidate for this position.

If you experience any challenges submitting your application through the form, please send an email to cui@canurb.org with your full name and "Chief Operating Officer" in the subject line.

No telephone inquiries please. Please do not email your application as an alternative to submitting the form. CUI thanks all applicants for their interest. Only those applicants selected for an interview will be contacted. For more information about CUI visit www.canurb.org.