

Canadian Organization of Campus Activities Executive Director

About COCA:

The Canadian Organization of Campus activities represents approximately 50 post-secondary institutions in Canada that plan and execute social programs, oversee clubs programs, and engage in marketing for their events and activities.

Overview of the job:

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for COCA's staff, programs, expansion, and execution of its mission. The hired individual will initially develop deep knowledge of field, core programs, operations, and business plans.

This is a part time, home-based contract position with a varied schedule to meet program objectives.

Responsibilities

Leadership & Management:

- Ensure ongoing consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Actively engage and energize COCA's volunteers, board members, event committees, alumni, partnering organizations, and funders.
- Develop, maintain, and support a strong Board of Directors; serve as ex-officio of each committee; seek and build board involvement with strategic direction for both ongoing operations as well as for the national conference held each June.
- Build tracking programs and evaluation tools to ensure programs are meeting strategic plan outcomes

Fundraising & Communications:

- Expand revenue generating and fundraising activities to support existing program operations and regional expansion.
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
- Use external presence and relationships to garner new opportunities.
- Begin to build partnerships in new markets, establishing relationships with the funders, and political and community leaders across the country.
- Success in grant writing and success in achieving grants applied for.

Qualifications

The ED will be thoroughly committed to COCA's mission. All candidates should have proven leadership, coaching, and relationship management experience.

Specific requirements include:

- Advanced degree, with at least 10 years of senior management experience in event planning or club department management within a post-secondary environment.
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Financial management and working with accounting and auditing teams
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

Scope of work and compensation:

- Contract compensation range of \$30,000 to \$38,000 per year based on meeting all performance metrics. Ability to increase compensation based on fundraising success.
- Must provide own home-based office, complete with office phone and communications equipment.

To Apply:

- Submit resume and cover letter to:
 - Andy Hall, Chairperson
 - anhall@niagaracollege.ca
 - 780-945-1910
- Only candidates selected for an interview will be contacted