



MacPhee Centre for Creative Learning



# OPPORTUNITY BRIEF EXECUTIVE DIRECTOR

SEARCH CONDUCTED BY  
PLACEMAKING 4G



# STATEMENT OF INTENTION

At the MacPhee Centre, we are actively working to be a more inclusive workplace, and break barriers that perpetuate racism and oppressive environments. Creating equitable opportunities for our youth and our community is integral to our mission.

We strive to honor inclusive hiring practices that embrace the intersectionality of gender, race, religion, age, disability and sexual orientation. We offer an environment that allows for flexible work arrangements in order to support Staff diversity and ensure a healthy work-life balance. In an effort to better serve our diverse youth community, our intention with this position is to increase our capacity through representation and by prioritizing those who have lived experience.

We encourage applications from Black, racialized and Indigenous Peoples, 2SLGBTQ+, newcomers to Canada, and those with a disability. If you are a member of a group that has been historically excluded from opportunities, we encourage you to self-identify in your cover letter or resume and to share your pronouns. We are committed to accommodating those with disabilities at any stage of the hiring process.

## *Where Passion Meets Purpose*

### **ABOUT**

The MacPhee Centre is a community that empowers youth to access their own individual creativity and a path to success. The MacPhee Centre empowers youth between the ages of 12-19 by connecting passion with purpose through the arts. Located in downtown Dartmouth, this community hub inspires creativity and confidence by offering free and unique programs in visual arts, music, videography, creative writing and technology in a safe and inspiring space.

By bridging the learning gap in those who are disengaged from traditional education, or with barriers to accessing creative learning, the MacPhee Centre helps in the development of confidence, lifelong learning skills, an appreciation for the value in giving back to the community and increased potential for employment in our communities. We help NS youth find their voice through the arts. At the MacPhee Centre, we all take charge and it's our home. We all work hard to maintain and create beautiful space so we can achieve our mission.



## OUR VISION

*At the MacPhee Centre for Creative Learning, we're committed to building a world where every young person can rise to their full potential and achieve greatness.*

## OUR MISSION

*We are dedicated to fostering a vibrant community through world-class art programming, creating a safe and nurturing environment where every youth can explore and grow creatively.*

## Our Four Pillars

### LEADERSHIP EXCELLENCE

Strengthen our ties and collaboration with diverse groups, ensuring the Centre serves as a vibrant, inclusive hub that mirrors the dynamic character of our community.

### SUSTAINABLE RESOURCING

Ensure the long-term stability and growth of the Centre, enabling us to maintain and expand our reach, services, and impact in the community.

### QUALITY PROGRAMS

A central priority, reflecting our commitment to delivering diverse, high-caliber, and accessible art programs that nurture and inspire the creative talents of youth in our community.

### COMMUNITY ENGAGEMENT

Strengthen our ties and collaboration with diverse groups, ensuring the Centre serves as a vibrant, inclusive hub that mirrors the dynamic character of our community.



THIS MOMENT,  
THIS POSITION

The MacPhee Centre for Creative Learning is at a pivotal moment of growth and transformation. Over the past few years, we've expanded our reach across Nova Scotia, increasing the diversity of youth we serve while strengthening our programs to meet the evolving needs of today's fast-paced world. Now, we are poised to deepen our impact and ensure every young person finds a place of belonging, creativity, and leadership development within our community.

We are seeking a purpose-driven Executive Director to lead us through this exciting chapter. The role will focus on building upon our existing strengths, guiding innovative programs, and fostering partnerships that support youth through art and creative expression.





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## POSITION RESPONSIBILITIES

### Leadership

- Participate with the Board of Directors in supporting the MacPhee Centre's vision and strategic plan to guide the organization.
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization.
- Act as a professional advisor to the Board of Directors on all aspects of the organization's activities.
- Foster effective teamwork between the Board and the Executive Director and between the Executive Director and Staff.
- In addition to the Chair of the Board, act as a spokesperson for the organization.
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate.
- Represent the organization at community activities to enhance the organization's community profile.

### Operational planning and management

- Lead the operational plan, which incorporates strategic goals and objectives that work towards the strategic direction of the organization.
- Ensure that the operation of the organization meets the expectations of its Careholders.
- Oversee the efficient and effective day-to-day operation of the organization.
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate.
- Ensure that personnel, participant, donor and volunteer files are comprehensive, up to date and securely stored.
- Provide support to the Board by preparing meeting agenda and supporting materials, in partnership with Staff and Executive Board (Co-Chairs, Treasurer, and Secretary).

## **Fund Development**

- Work with Development Lead and Careholder Relations, and the Fund Development Chair and Committee to secure adequate funding.
- Work with the Development Lead and the Fund Development Chair and Committee to secure adequate funding.
- Participate in fundraising activities as appropriate.
- Maintain community relationships with major granters and donors.

## **Financial Planning and Management**

- Work with Staff and the Board (Executive Committee) to prepare a comprehensive budget.
- Approve expenditures within the authority delegated by the Board.
- Ensure that sound bookkeeping and accounting procedures are followed, including monthly reporting and auditing processes.
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization.
- With support from the Treasurer, submit expenditure reports to the Board.

## **Program planning and management**

- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board.
- Oversee the planning, implementation, execution and evaluation of special projects.
- Determine Staffing/volunteer requirements for program delivery with the Program Manager.

## **Community relations/advocacy**

- Communicate with Careholders (including HRSB, NSCC, NSCAD) to keep them informed of the work of the organization and to identify changes in the community served by the organization.
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization.

## **Human resources planning and management**

- Support the well-being of employees working in trauma-sensitive environments by providing access to mental health resources, self-care tools, and regular debriefing sessions to mitigate the effects of vicarious trauma.
- Ensure supportive performance evaluation and coaching for all team members
- Oversee human resources policies, procedures and practices.
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations.
- Recruit, interview and select Staff (specifically summer staff) and ensure that staff that have the right technical and personal abilities to help further the organization's mission.

## **Risk management**

- Oversee risk management processes for the Staff, including scheduled policy reviews and training, as well as communication processes with the Board.
- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage.

## WHAT MAY HELP YOU:

- *Sufficient organizational and administrative experience to ensure the organization and its Staff flourishes.*
- *Experience in delegation, managing conflict and the ability to independently determine priorities amongst multiple and pressing demands.*
- *Fund Development and relationship-building experience.*
- *Experience as an effective business leader using strategy, communication and collaboration to achieve results.*
- *A successful track record in designing and executing on strategic business plans.*
- *Experience in effective program development and delivery.*
- *Demonstrated experience in mitigating organizational and personal safety risks.*
- *Experience with change management.*
- *Hands-on experience in both financial and facility management.*
- *Experience in workplace psychological health and safety is considered an asset.*
- *Familiarity with compassion fatigue and vicarious trauma, with the capacity to identify and provide support to staff experiencing these issues.*
- *Vulnerable sector check required.*



## THE PACKAGE

Salary: \$80,000 - \$90,000

Benefits Package

Location: 50 Queen Street, Dartmouth, NS B2Y 1G1

Respect Passion Collaboration  
Care Inclusion Authenticity  
Acceptance Innovation Empathy

# AS THE IDEAL CANDIDATE

An experienced and thoughtful people-leader who is able to manage a **diverse operational portfolio**, and contribute meaningfully to a **culture of safety and inclusion** that embraces persons from a diverse range of communities and backgrounds.

You have sound knowledge of non-profit principles and leading practices in **fund development, administration, budgeting, reporting, human resources, and community development**. You can evaluate complex issues and communicate impactfully with all careholders, including the Board of Directors and Advisory Council, donors, government, and the general community.

You have a desire to understand and consider our community's current economic and social climate and recognize the issues that impact the growth and well-being of youth and their families. You want to enhance and embed trauma-informed practices and to build strong community connections that inspire socially innovative solutions to better serve youth in an age of acceleration and change.

You possess a deep understanding of pedagogical philosophy as it relates to art and creative learning. You are a comfortable facilitator with the strength of character and conviction to collaborate confidently on MacPhee's mission to create a bright future for young people.



## Application Details

Apply now by [Clicking Here!](#)

Applications will be accepted until 12 p.m. on **October 25, 2024**.

If this opportunity speaks to you, please submit your resume and a cover letter explaining why MacPhee Centre is where your passion and purpose intersect.

Don't be Generic, Be Yourself.

