



Position Available: Me to We, Director of Leadership

Are you a person who enjoys challenges and making a difference in the world?

Me to We is Me to We is a new kind of social enterprise for people who want to help change the world with their daily choices. Through our media, products and leadership experiences, we support Free The Children's work with youth creating global change. Every trip, t-shirt, song, book, speech, thought, smile and choice adds up to a lifestyle that's part of the worldwide movement of *we*.

Me to We Leadership programs use a youth-centered approach to character education, service learning and fostering global citizenship. Elementary, Junior and High school students actively listen to motivational speeches and participate in workshops to become leadership ambassadors, acquiring the skills and knowledge to engage their peers and communities with making the world a better place.

Me to We seeks a **Director of Leadership**. This individual will play an important role in the strategic planning, staffing, and daily operations of the Me to We Leadership department, the development and quality of programs and Me to We Leadership experiences, as well as engagement and relationship management with high level stakeholders including senior school board representatives. Me to We Leadership serves as a fulfillment department, responsible for delivering and developing Me to We programs and experiences including speaking tours, social- issues and leadership skill-focused training and workshops, such as annual school-based programs and customized leadership training, summer camp programs, and international volunteer trips.

The position is based out of Me to We Offices in Toronto (225 Carlton Street). A minimum two-year commitment is expected. Salary is to be negotiated. There is a six (6) month probationary period, upon reaching the three (3) month period, all staff members are offered a health plan including dental and Employee Assistant Program.

Please e-mail your resume and cover letter to rann@freethechildren.com

Please quote "**Director of Leadership**" in the subject line

While resumes are important, we want to know what makes you a great fit for our team and culture. We will consider resumes on a rolling basis and would like the right person to join us as soon as possible.

Responsibilities:

- Reports to, and consult with, Me to We's Chief Operations Officer and Executive Directors
- Represents the Leadership team and participates on the Directors team, by attending meetings, and adding to the development of organizational strategy

- **Strategic Planning**

- Provides vision and strategy for the growth of the leadership team connected to revenue generation, programmatic priorities, staffing, coordination and departmental time management
- Creation and implementation of an annual strategic plan with quarterly deliverables which promotes enhanced quality of programming, Me to We's engagement goals, conversion and retention of stakeholders, and a strong and stable leadership team culture
- Ongoing needs assessment and analysis of trends (content-wise and financial) in fields of education, positive youth development and stakeholder goals (ie. Ministry of Education, school boards, camps, parents., etc) with the goal of ensuring and creating cutting edge social issues and leadership focused youth programming
- Continuous development of evaluation tools and strategies to measure outcomes, impacts and value of leadership programming
- Drives a strategy for staff retention and career development within the leadership team and organization
- Liaises with other departments, specifically the School and Youth Engagement team and Free The Children Development team, to advise on programming and pitches and understand fulfillment needs
- Defines departmental needs and structure based on fulfillment goals
- Defines the vision for leadership staff's allocation of time
- Strategic planning, in connection with the engagement team, regarding matrix goals and quality referrals from front-line experiences

- **Program and Experiences**

- An interest and passion in making positive social change through youth programs is the over arching theme of this role. More specifically, the successful candidate must have an on-going interest, knowledge and expertise in:
 - 1. Social Issues at the local, regional, national and international level
 - 2. Leadership Skills training – of self, partnerships, groups, teams and organizations
 - 3. Action Planning and Goal Setting Skill
- Oversees strategies and expectations for new Leadership Program Development (for international, national and local leadership programming – on trips, at camps, for conferences, customised leadership training and school programs)
- Drives and oversees all summer Take Action Academy (summer camp) programming and strategic planning for North American growth, quality programming and retention of youth year to year
- Drives and oversees the Take Action Academy (summer camp) risk management planning for all North American programming and training of staff
- Oversees the portfolio of the research and development of all leadership programming connected to overall strategic planning for programs year round
- Responsible for quality of programming, including final approval over all leadership experiences, speeches, workshops and key messaging
- Responsible for final approval over all reports to stakeholders
- Ensure strategic program coordination for all leadership programming with a goal to achieve stakeholder goals and Me to We's engagement goals

- **Engagement and Relationship Management**

- Formulates and oversees an annual engagement and outreach strategy specifically for Me to We leadership programs

- Proactive and reactive outreach to high level stakeholder – mainly school board and district partners (including Directors of Education, Superintendents, etc.) – to engage stakeholders in Me to We leadership programming and other products and experiences
 - Liaises with other departments, specifically the Free The Children Programming and Partnerships and School and Youth Engagement teams, to ensure that opportunities are maximized and stakeholders are honored
 - Regular communication, through reports, emails and meetings, with stakeholders, to communicate program highlights and progress
 - Creation of program proposals and budgets
 - Consistent evaluation of program financials and return on investment
 - Consistent evaluation of stakeholders' needs and financials with the aim of creating new and responsive products and opportunities
 - Focus on vertical integration
 - Regular use of Salesforce and other applicable software to report on and analyze opportunities and trends
- **HR and Team Management**
 - Manage and oversee a large and growing department, including Associate Directors, Managers, facilitation and speaking staff, coordinators and interns
 - Interviews, hiring and dismissals for leadership team staff
 - Oversees and approves financial decisions and expense reports relating to leadership business and team
 - Approves vacation requests for leadership team
 - Oversees staff check-ins and actively participates in evaluations and exit interviews, as appropriate
 - Strategic program staffing and allocation of roles
 - Oversee HR issues as escalated by Associate Directors
 - Runs leadership team management meetings to ensure departmental goals are met and management team is consistently supported
 - Oversees departmental meetings, retreats and communication of information to staff, as applicable
 - Oversees Leadership department operations & policies

Skills and Qualifications:

- Possess a Masters degree, preferably in Recreation Management/Leisure Studies, Education, Teaching or Training, Social Work, Political Science, International Development/Studies, or other relevant education or work experience (likely 4 + years of experience in a career previously)
- Strong engagement skills and ability to speak passionately about all of Me to We's products and experiences for further engagement in Me to We opportunities
- Ability to develop new and creative leadership experiences and offerings, in an Entrepreneurial spirit
- Ability to balance "big" picture thinking while concentrating on details
- Demonstrated experience and/or ability to evaluate impact and report out on several programs happening simultaneously throughout the term
- Experience in and knowledge of Me to We Leadership, and Me to We generally
- Experience in and knowledge of Youth focused programs – including camp, afterschool, mentorship, sports, and leadership focused programming
- Excellent organizational and interpersonal skills
- Excellent team leadership and managerial skills with an ability to inspire a large team of young professionals (especially with regards to providing feedback for professional growth of staff)
- Highly self-motivated, independent and strategic thinker
- Ability to work well under pressure and to meet deadlines

- Demonstrated flexibility and initiative, particularly when faced with challenges
- Ability to time-manage and multi-task in a demanding and fast-paced work environment
- Positive and professional attitude and ability to work as a team player both with all levels of management, between multiple departments organization wide
- Passion for social change and sound understanding of human and children's rights issues at local, national and international level
- Experience engaging others through presentation, public speaking and/or facilitation
- Strong written and editing skills
- Strong oral communication skills
- Experience mentoring or working with youth
- Experience managing young professionals
- Experience nurturing relationships with external partners
- Flexible with delegating tasks and taking on new responsibilities as the position evolves

What makes Me to We unique...

Me to We is filled with passionate, driven, hardworking, entrepreneurial, shameless idealists, this means we work late, set high goals and exceed them, and then push hard the following year to beat and exceed last year's goals of empowering youth to change the world.

If you are looking for a predictable 9-5 work environment, this won't be the right fit.

If you are inspired and excited by collaboration, making friendships with the most incredible people, unique additional responsibilities like working on our We Days and your personal values align with our core values, we would love to hear from you.

Me to We sincerely thanks all those who apply, however only those considered for an interview will be contacted.