

CALL FOR APPLICATIONS:

## Executive Director



The **Ontario Justice Education Network (OJEN)** is looking for a new **Executive Director**.

**Type:** full-time, permanent employment

**Location:** Toronto, with limited, occasional travel

**Compensation:** starting salary range **\$105,000 - \$120,000** (depending on experience)  
plus medical & dental benefits

**Application Deadline: Thursday, February 9, 2023.**

### About OJEN

OJEN is a charitable not-for-profit, non-governmental organization with a province-wide mandate. We develop innovative educational tools that introduce young people to the justice system, help them understand the law, and build their legal capability. We work to help prepare young people to manage the legal aspects of problems that arise in their own lives. Our programs are delivered across Ontario by a staff of 12 and a pool of approximately 1600 justice sector volunteers, including judges, lawyers, police officers, and law students. Thousands of high school students and their teachers participate in OJEN programs each year. We also partner with community organizations, after-school groups, and summer programs to bring our workshops to hundreds of youth in under-served communities. For more information about OJEN, please visit our website: [www.ojen.ca](http://www.ojen.ca).

### About the Position

The Executive Director is responsible for all operations at OJEN. Leading and supporting a close-knit, collaborative staff, the Executive Director coordinates and ensures the effective development and delivery of OJEN's public legal education programs and resources. As a community-focused leader, the Executive Director develops relationships and partnerships with individuals and organizations in the legal, education and community sectors. The Executive Director acts as a spokesperson for the organization and a champion of OJEN's access to justice initiatives.

### Key responsibilities

#### Organizational Management

- Provide leadership and foster effective team building among OJEN staff.
- Lead the planning process for OJEN's operations, ensuring that program goals and activities are identified on an annual basis, that they align with the strategic plan, that progress is monitored, and that goals are achieved.
- With the help of OJEN staff, produce funding reports and proposals required to ensure adequate funding is secured from OJEN's main funders.
- Identify other funding opportunities and develop funding proposals to support OJEN's work to ensure the ongoing sustainability of the organization.

### **Strategic thinking and planning**

- Work with staff to implement the five areas of priority in OJEN's new four-year strategic plan and report on OJEN's progress annually.
- Monitor the external legal, education and community environment to anticipate and identify the issues and trends relevant to OJEN's work.

### **Relationship building with funders and community partners**

- Serve as a primary public face of OJEN, presenting and participating on OJEN's behalf at professional conferences and at legal and community events.
- Lead and participate in justice sector committees, networks, and coalitions on behalf of OJEN, to advance its work and better achieve its mandate.
- Oversee OJEN's partnership-building to ensure its key partnerships with legal, education and community sector organizations are maintained and developed to help achieve OJEN's goals.
- Oversee OJEN's communications activities.

### **Human resources management**

- Assume overall responsibility for human resources in the organization, including, in consultation with Program Directors, determining staffing requirements, undertaking recruiting and hiring, and managing external consultants.
- Supervise and mentor Program Directors and admin staff, monitoring their performance on an ongoing basis, coaching for performance improvement, and conducting regular performance reviews.
- Oversee the development and implementation of human resource policies and practices that reflect prevailing norms in the non-profit sector, and will enable OJEN to attract and retain employees, including performance management, continuing professional development, compensation structure, etc.
- Assume overall responsibility for establishing a positive, collaborative, healthy, and safe work environment, in accordance with appropriate legislation and regulations and with OJEN's policies.

### **Financial planning**

- Assume overall accountability for the financial health of OJEN.
- Develop and monitor the organizational budget, as well as program budgets, to ensure that OJEN operates on a sound, sustainable and prudent financial basis.
- Provide the Board with regular reports on the revenues and expenditures of OJEN and its programs.
- Develop and implement financial policies that ensure the prudent financial management and financial health of the organization.
- Ensure that an external audit is conducted annually by the Board selected auditing firm.
- Ensure that OJEN complies with all legislation relating to taxation and withholding payments.

### **Governance: work with and support the board of directors**

- Support and work collaboratively with the board in governance matters, including developing appropriate policies and processes
- Support the Board in maintaining strong relations with stakeholders, staff and funders.
- Facilitate Board meetings and report regularly to the board on OJEN's programs and operations, identifying, assessing, and informing the board about significant issues that may affect the organization.

## Candidate Profile

### Education

Candidates with a degree in law or graduate studies in education are encouraged to apply.

### Experience, Skills, and Knowledge

In addition to being a passionate believer in public legal education and access to justice, the new Executive Director will require some combination of experience and strengths in the following areas:

- **Sector knowledge and experience**
  - Experience within, and knowledge of, the Canadian justice sector
  - Experience within, and knowledge of, the education sector in Ontario
  - Experience with and knowledge of best practices and trends in public legal education
  - Knowledge of anti-discrimination, anti-racist, trauma-informed, intersectional approaches including the *Truth and Reconciliation Commission of Canada's* Calls to Action regarding education, language and culture, and the justice system.
- **Relevant leadership experience**
  - Experience in a leadership role at a non-profit justice-related or social justice-focused organization
- **Commitment to social justice and meaningful youth engagement**
  - A demonstrated track record of engagement on social justice issues
  - Belief in and commitment to a youth-centred approach
- **Financial acumen**
  - Experience in budgeting and financial operations at an organizational level
- **Not-for-profit funding experience**
  - Experience in managing funder relations, grant writing and fundraising
- **Project development, management and evaluation**
  - Experience in developing, managing and evaluating education programs
- **People leadership**
  - Experience in overseeing human resources with a strongly collaborative management approach
  - Able to maintain a supportive, empowering, inclusive and equitable work environment that is sensitive to cultural differences
  - Able to identify and cultivate leadership and expertise within the organization
- **Board experience**
  - Experience in supporting or serving on a board of directors
- **Stakeholder engagement and interpersonal skills**
  - Excellent interpersonal skills to establish and maintain relationships with OJEN staff, board of directors, volunteers, funders, and community partners
- **Communication and language skills**
  - Excellent writing and communication skills; fluency in French would be considered a great asset, as would training/experience in plain language writing or editing
  - Comfortable working with existing and emerging technology
- **Exceptional organizational abilities**
  - Very strong planning, goal-setting and time-management skills
  - Detail-oriented with an excellent ability to multi-task

## Core Leadership Competencies

- **Thinks strategically and acts collaboratively**
  - Communicates a clear and convincing vision for OJEN.
  - Creates relevant strategies and realistic plans for the organization.
  - Maintains a balance between commitments made and resources available.
  - Helps others understand their individual contribution to the strategy.
  - Builds consensus and resolves conflict in a productive, restorative manner.
- **Models organizational values**
  - Shows a high degree of personal integrity (trust, credibility, reliability) in dealing with others.
  - Treats others with respect and dignity.
  - Behaves in a way that is consistent with what they say.
  - Speaks up for what they believe.
  - Leads with empathy and supports their colleagues.
  - Prioritizes equity, diversity, inclusion and belonging.
  - Commits to mentoring staff and fostering staff development.
- **Stays community-focused**
  - Ensures that the concerns and needs of youth and OJEN's other main stakeholders are at the heart of all key decisions, actions, and communications.
  - Shows commitment and enthusiasm when dealing with OJEN's stakeholders, and solicits feedback from them regularly.
  - Co-operates with OJEN's community partners to ensure stakeholder satisfaction.
  - Builds relationships with members of diverse indigenous communities and incorporates indigenous knowledge, history and expertise into OJEN programs and priorities
- **Communicates effectively**
  - Communicates expectations clearly and effectively.
  - Is transparent with OJEN staff and board and readily shares relevant information.
  - Seeks advice, information, and feedback from others, including people with lived experience.
  - Expresses thoughts and ideas in a clear, succinct, and compelling manner in both individual and group situations.
  - Is diplomatic and tactful.

## How to Apply

Please send a **cover letter** and **resume** to [EDrecruitment@ojen.ca](mailto:EDrecruitment@ojen.ca), addressed to the attention of **OJEN ED recruitment committee**, with the subject line "**OJEN Executive Director: Application from [your name]**".

In your cover letter, please indicate clearly how your knowledge and experience correspond to the key responsibilities outlined in this job description. We will only consider applications from individuals who provide **both** a cover letter and a resume.

Applications are due by 11:59 pm on **Thursday, February 9, 2023**.

A small number of candidates will be selected for interviews, which will take place the week of February 13, 2023. (Only candidates selected for an interview will be contacted.)

Anticipated start-date is March 20, 2023.