



YWiB National Team

6 Month Contract: Director of Strategic Initiatives

POSITION IDENTIFICATION

Position Title: Director of Strategic Initiatives
Unit: President
Reports to: Board of Directors

POSITION SUMMARY

YWiB has an awesome brand and reputation. We want to leverage this to help us strengthen our existing relationships as well as build new ones. Reporting to the Board of Directors, the **Director of Strategic Initiatives** oversees the strategic projects and initiatives of the organization. The Director of Strategic Initiatives is responsible for initiating annual strategic planning discussions between National and the Board, planning and carrying out the identified work, and providing status updates to all stakeholders. Working closely with the National team and chapters, the Director of Strategic Initiatives will be a key partner in engaging with chapters and external partners to develop YWiB's community engagement efforts.

WE'RE LOOKING FOR YOU:

You are passionate about strategic planning, project management, and building strong connections. You are excited to connect with and mentor others and are happy to provide advice and suggestions. You're happy to be a support and resource and are invested in professional development for young women across Canada.

WORK PERFORMED

Creating the outgoing messaging for YWiB and the creative is always a fun challenge. The Director of Strategic Initiatives is responsible for the following:

- Initiating annual strategic goal setting with the National team and Board of Directors
- Organize brainstorming sessions on continuous improvement ideas
- Providing timely updates to all stakeholders
- Managing, overseeing and advancing YWiB's short and long term goals
- In partnership with the Board, National teams and chapters, develop a plan to expand YWiB's national presence, including identifying value-adds for potential sponsors
- Working closely with Corporate Relations team, identify and develop new ideas to engage with the community, building presence and relationships in order to attract sponsors
- Work closely with chapters to initiate and execute the planning of YWiB's 2022 International Women's Day virtual event
- Help carry out action items identified by YWiB's Diversity & Inclusion team

EDUCATION/WORK EXPERIENCE

- 2-4 years of volunteer or work experience preferred.
- Demonstrated experience in project management

- Experience with community engagement, carrying out projects from idea to completion
- Ability to handle difficult situations and have difficult conversations, as well as handle ambiguity.
- An empathetic person, good listener and able to critically assess situations in a fair manner.
- Proactive, problem solver, self-starter with a go-getter attitude.
- Enjoys defining your own role and responsibilities.
- Love working with people, meeting deadlines, a patient person and interested in mentoring others.
- Excellent verbal and written communication skills with exceptional attention to detail.
- Highly organized, ability to work independently, prioritize and multitask.

HOW TO APPLY

This volunteer position is to fill a 6-month maternity leave contract. Time commitment will vary depending on current projects from to 8 to 12 hours per month including monthly meetings. Please submit a resume to national.hr@ywib.ca with the subject line "Director of Strategic Initiatives – Your Name"