



## EXECUTIVE DIRECTOR YOUTH CENTRAL

AccessHR is excited to partner with **Youth Central** for the recruitment of a full-time, permanent Executive Director (ED) based in Calgary, Alberta.

### ABOUT YOUTH CENTRAL

Youth Central is a Calgary-based non-profit organization dedicated to empowering youth aged 12 to 18 to find and build their communities. Our programs engage 2,200+ youth annually, by connecting them with volunteer and leadership opportunities at 120+ community partners.

Thanks to these experiences, youth develop leadership and life skills, build social connections, and gain confidence. Through impactful programming, Youth Central plays a vital role in creating stronger, more connected communities while developing the next generation of leaders.

### POSITION DESCRIPTION

The Executive Director reports to a governance Board, has 2 Director-level direct reports, and leads a team of 7 multidisciplinary staff members. In addition, there are ~13 hourly staff that support our programming throughout the summer months.

This position is rooted in the belief that empowered youth are integral to the fabric of their communities and society. This position is enacted by communicating a vision and building trusted relationships that deliver on this belief.

This is both a strategic and hands-on leadership role. It is well suited to someone who brings the skills and enthusiasm to transition the organization into a new era. Youth Central has an enthusiastic and supportive board and you will have the opportunity to work with them to develop and begin executing on a new strategic plan.

### KEY ACCOUNTABILITIES

- **Vision & Leadership:** Identify opportunities for growth, innovation, and long-term impact; inspire staff, community partners and funders to actively engage.
- **Strategic Direction:** Develop and present a plan to aggressively grow the organization over the next 2 to 3 years; engage employees, communities, and other stakeholders to deliver on plan.
- **Finance & Fundraising:** Work closely with the Director team to develop budgets and fundraising strategies, including diversified revenue streams, to support growth.
- **Program Oversight:** Ensure “best-in-class” program delivery by providing oversight, support, and advocacy for programs.
- **Governance:** Liaise regularly with the Board of Directors, supporting effective governance through timely and transparent communication.

- **People Management:** Lead the full employee lifecycle, including recruitment and performance management; champion a collaborative and safe place to work.

## QUALIFICATIONS

- **Youth-First Mindset:** Belief that everyone contributes to the health and vibrancy of society and that youth contributions, in particular, make our communities stronger, safer, and more joyous.
- **Community Connector:** Ability to cut through silos and find common ground; able to build bridges and form a network of partnerships.
- **Fundraising Advocate:** Understanding of and appreciation for fundraising and its important place in the organization; enthusiastic supporter and roadblock remover to fundraising efforts.
- **Change Management with Emotional Intelligence:** Ability to lead organizational evolution with clarity and care by honouring established valued processes and fostering new ideas.
- **Personality:** Authentic, collaborative, transparent, self-aware, and eager to roll up their sleeves along the way.

## EDUCATION & EXPERIENCE

- 5+ years' experience leading leaders and teams.
- 10+ years' experience with youth-focused, social services, and/or non-profit organizations.
- Experience reporting to a Board of Directors.
- Bachelor's degree or post-secondary education in a related field.

## OTHER REQUIREMENTS

- Successful completion of a Vulnerable Sector Check.

## WHAT WE OFFER

- Hybrid work environment.
- 37.5 -hour work week, with event attendance outside of work hours.
- Generous vacation and paid time off plans; work life balance is truly a priority!
- Competitive compensation package includes employer-paid benefits and free on-site parking.
- Opportunity to be part of a well-known, youth-focused organization & lead it to the next level.

## APPLY

Interested candidates are invited to apply with a cover letter and resume [HERE](#). **Please note that the position posting will close at 6:00 pm on May 26th, 2025.**

All applicants will receive a personalized response, and candidates under consideration will be contacted directly. Please be advised that applications will be monitored daily, and interviews may be scheduled throughout the posting period.

We encourage applicants from diverse backgrounds to apply as Youth Central is committed to offering a diverse and safe workspace free from discrimination. All applicants are considered regardless of age, gender, race, ableness, sexual orientation, gender identity or expression, and religious beliefs.