

## **JOB DESCRIPTION**

# **EXECUTIVE DIRECTOR, RUDOLF STEINER CENTRE TORONTO**

### **Overview**

The Rudolf Steiner Centre Toronto (RSCT) is seeking to hire an Executive Director to lead the organization into its next phase of its growth and development. The Executive Director will be a passionate and skillful leader who is devoted to working for cultural renewal out of the transformative resources of anthroposophy. Working closely with an active board of directors and an experienced team of program directors, the Executive Director will develop a multi-year strategic plan to guide the organization's efforts. Within that plan, one of the Executive Director's key responsibilities will be to deploy effective student recruitment techniques to stabilize and grow RSCT's existing programs including its Waldorf teacher education programs, Waldorf early childhood educator programs, and general anthroposophical adult education programs. With growing enrollment of existing programs, the organization will be well positioned to develop new offerings and expand across Canada.

### **About RSCT**

Rudolf Steiner Centre Toronto (RSCT) facilitates cultural renewal out of the transformative resources of anthroposophy. RSCT was founded in 1981 inspired by a question: "What can be done to answer the need for increased spiritual understanding in a world of escalating materialism?" In response to this question, RSCT offers workshops and courses in Waldorf Teacher Education, Remedial Education, Foundation Studies in Anthroposophy, Biodynamic Agriculture and the Arts. Over three decades, RSCT has steadily grown into the premier Waldorf teacher education centre in Canada offering a wide variety of courses and services to support healthy adult learning and the development of the Waldorf school movement across Canada. Here research into the spiritual nature of the human being brings practical insights for work, play and community. For more on RSCT see [www.rsct.ca](http://www.rsct.ca).

### **Organization Structure and Reporting Relationships**

The Executive Director is hired by, and reports to, the board of directors, and works closely with the chair of the board, and the board executive committee. The board will conduct an annual performance evaluation of the Executive Director including a review of particular performance targets to be agreed upon with the successful candidate within the first three months of employment.

The Executive Director will be responsible for overseeing the work of all staff and have five direct reports:

- Program Director, Teacher Education
- Program Director, Early Childhood Education
- Program Director, Foundation Studies
- Program Director, Adult Education Distance Programs
- Administrator

## Key Areas of Responsibility

The Executive Director will be a strategic and thoughtful leader with excellent interpersonal skills, a collaborative approach to problem-solving and great personal energy. Key areas of responsibility include:

### 1) Supporting the Board of Directors:

- Provide executive support to the board of directors in its central roles of setting organizational strategy, monitoring overall organizational performance, overseeing financial management and providing direction on relevant organizational issues (e.g. issues that could impact the organization's legal standing or reputation)
- Work with the chair of the board on the logistics of board and the executive committee meetings including collaborative agenda setting, ensuring board packages are distributed appropriately in advance of meetings, overseeing minute taking and distribution
- Report to the board of directors on organizational performance including working with the board to determine key metrics relevant to the multi-year strategic plan and annual operating plan
- Identify relevant issues and escalate to the chair of the board, executive committee or full board of directors as required
- During the first year of employment, work closely with the chair of the board to develop new board of directors policy and procedures manual including improved new board recruitment and on-board procedures

### 2) Strategic and Operational Planning,

- Work closely with the board and program directors, to develop a compelling, realistic multi-year strategic plan for the organization including a vision, high-level strategic objectives and guiding value
- On an annual basis, translate the multi-year into annual operational plan and budget that specify on-going programs, specific projects, staffing requirements, revenue and expenditure estimates for the board's approval
- Working with the board to identify organizational performance metrics relevant to the multi-year strategic plan and annual operating plan

### 3) Program Design and Evaluation

- Lead overall program design, working collaboratively with program directors as regards their content and process expertise
- Oversee program administration through the program directors, intervening to address administrative issues as required
- Ensure program quality by leading internal quality review processes on an annual basis and facilitating RSCT compliance with all formal external quality assurance programs (e.g. periodic AWSNA and WECAN reviews)

### 4) Student Recruitment – Communications, Networking and Marketing

- As the central goal of an integrated RSCT communications, networking and marketing plan (a section of the annual operating plan), develop and lead the implementation of student recruitment strategies for all programs, working to achieve pre-defined enrollment targets
- Ensure that RSCT maintains appropriate connections and relationships with relevant organizations, leveraging the program directors as organizations representatives appropriately (relevant organizations include AWSNA, TEN, WECAN and IASWECE)

- Provide public presentations about RSCT to appropriate audiences, working in collaboration with the program directors where relevant
- Oversee development and deployment of RSCT's online and electronic marketing capacity include website, webcasts, Facebook page, Twitter, and other relevant tools
- Oversee development and distribution of RSCT's other promotional materials including flyers and other program description materials

**5) Staff Structure, Human Resources, and Staff Development**

- As per the approved annual operational plan, ensure the organization has the staff required to implement all programs and functions
- Conduct all hires, negotiate all contract renewals and initiate all other human resources actions as required
- Conduct annual performance evaluations with all direct reports and institute a system for such reviews for subordinate staff

**6) Operational and Financial Management**

- Oversee all aspects of day-to-day operations including: physical site, equipment, IT infrastructure
- Oversee all aspects of the organization's financial management, working closely with the Treasurer to ensure all government filings, all financial records, and all official documents are properly attended to

**7) Fundraising and Donor Relations**

- Oversee a fundraising and donor relations strategy as part of the annual operating plan, working to achieve pre-defined revenue and process targets
- Work with program directors to ensure grant opportunities are identified and grant application submitted appropriately
- Work the chair of the board and the board as a whole to develop an effective approach for the cultivation of major gifts

**8) Volunteer Recruitment and Engagement**

- As part of the annual operating plan, develop and implement a volunteer recruitment and engagement strategy

**Competencies and Qualifications**

The successful candidate will have the following competencies and qualifications:

- A deep understanding of anthroposophy in general, including an understanding of the Rudolf Steiner's ideas on child development and education and a passion for supporting cultural renewal out of the transformative resources of spiritual science
- A collaborative management style that can facilitate implementing board approved strategy and enhance overall program quality
- Experience with non-profit management including human resources, financial management, fundraising, promotions and general administrative management.
- Experience with adult education including program development, student recruitment, quality management and accreditation

Both education and previous work experience will be considered in light of the preceding requirements.

### **Other Position Details**

Depending on the candidate this could be a full-time or part-time position. The initial term of employment will be for 2 years with the potential for renewal. Compensation will be commensurate with experience.

### **To Apply**

Please send your cover letter and resume to Warren Cohen at [wcohen@rsct.ca](mailto:wcohen@rsct.ca) by Friday, February 17, 2017 by 5:00 pm EST. If you have questions, please direct these to Robert McKay, Chair, Board of Directors at [robertmckay@rogers.com](mailto:robertmckay@rogers.com).