

EXECUTIVE BRIEF

Chief Executive Officer



**Big Brothers
Big Sisters**
OF HALTON AND HAMILTON





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FOR MORE INFORMATION

KCI (Ketchum Canada Inc.) has been retained to conduct this search on behalf of Big Brothers Big Sisters of Halton & Hamilton. For more information about this opportunity, please contact Samantha David, Associate Vice President, KCI Search + Talent by email at BBBSHH@kcitalent.com

All inquiries and applications will be held in strict confidence. Interested candidates should send resume and letter of interest to the email address listed above by **October 3, 2022**.

Please note that the salary range for this position is \$115,000 to \$140,000 plus a comprehensive benefits package.

BBBSC is committed to principles of anti-oppression and employment equity. We strongly encourage members of Indigenous, ethno-racial, LGBTQ+, Francophone, immigrant, refugee, differently abled and other equity seeking groups to apply and self-identify.



Chief Executive Officer Big Brothers Big Sisters of Halton & Hamilton

THE OPPORTUNITY

Big Brothers Big Sisters of Halton & Hamilton is seeking a strategic and inspiring Chief Executive Officer to lead our organization that is making a powerful impact on youth in Halton, Hamilton, and Grand Erie. With a 100-year history in the region and a recent merger that has expanded our reach and communities, this is an excellent time to join us to strengthen and further develop programming for youth in the region.



Reporting to the Board of Directors and managing a staff team of 25, the successful candidate will possess a growth mindset and excellent change management skills with a proven track record of building relationships with diverse audiences and communities. A collaborative yet decisive leader, the new CEO will be outcome-focused with the ability to execute strategic and operational plans with an eye toward continuous improvement, which will strengthen programs and build greater sustainability in our fundraising. An experienced and highly adept leader of people and projects, the new CEO will unite staff, volunteers, supporters, and the communities around our important vision and mission.

The CEO will primarily work at our office in Hamilton with regular visits to our offices in Burlington and Brantford while also attending meetings and events within the regions we serve.

ABOUT BIG BROTHERS BIG SISTERS OF HALTON & HAMILTON

Big Brothers Big Sisters of Halton and Hamilton has spent more than a century utilizing the power of mentorship to empower young people to reach their potential and overcome life's challenges. Research has demonstrated that this mentorship model helps young people to build the self-confidence and resiliency that enables them to grow and thrive as successful, contributing adults.

We develop young people between the ages of 6-18 (Littles) by providing mentorship-focused interventions that support them in a way that best meets their needs. All interventions involve establishing a relationship with a caring and committed adult or teen mentor (Bigs).

BBBS is partnered with 121 local schools which assist in the referral process and are home to many of our mentorship interventions, helping us to serve approximately 1,500 Littles each year.

		
VISION	MISSION	STRUCTURE
<p>All young people realize their full potential.</p>	<p>Enable life-changing mentoring relationships to ignite the power and potential of young people.</p>	<p>Big Brothers Big Sisters of Halton and Hamilton is part of a National Federation comprised of 108 member agencies servicing more than 1,100 communities across the country.</p>

Big Brothers Big Sisters has a history of serving the communities of Hamilton, Halton, and Grand Erie. We are committed to listening and adapting our methods to ensure they are responsive to the most current research and evolve with the changing needs of the young people of our community. As the region diversifies and welcomes new residents from various backgrounds, we know that our interventions need to reflect cultural relevancy and help our young people address systems of oppression.

POSITIVELY CHANGING CANADA

	
SERVING CANADA'S COMMUNITIES	REPUTABLE AND ACCOUNTABLE
<p>This year alone Big Brothers Big Sisters impacted over 40,000 youth in over 1,100 communities across Canada. In our Halton and Hamilton communities, over 2,000 children and youth will be served by this year's end.</p>	<p>Providing life changing mentoring experiences since 1912, Big Brothers Big Sisters was named One of Financial Post's Top 25 Charities in 2016.</p>
	
IMPROVING SOCIETY	
<p>Every \$1 invested in our programming returns between \$18-\$23 to society through taxes, higher incomes, volunteerism, and charitable donations.</p>	

WE CHANGE LIVES

ONE TO ONE MENTORING

“Bigs” Community Matching

The Community Matching Program provides adult mentors (Bigs) to young people (Littles). The program connects its participants with a role model and friend to talk to and share the experiences of growing up with. Through weekly outings, a relationship is developed between the mentor and the mentee, which is built on trust and common interests, and is supported by our experienced case-workers. The result is a life-changing experience for both the mentor and the mentee.



Big Couple/Family Mentoring

Big Couples or Big Families provide mentorship to a young person on a minimum 2:1 ratio. Couples (*in a relationship for a minimum of 2 years*) are matched with a young person based on similar likes, interests and goals.

This program gives young people the opportunity to build a strong and unique relationship with their mentors, which can resonate for years to come. Through regular outings, mentors’ model positive behaviors/lifestyles that can make a life-changing impact for their mentee. Matches meet for weekly activities based on their combined schedules.

In-School Mentoring

The In-School mentoring program provides elementary-aged youth with a role model and a friend to talk to and share the experiences of growing up within school grounds. Each week, mentors meet with their mentee and engage in activities such as board games, crafts or just hang out on school grounds. In-School Mentoring takes place once a week for the duration of the school year.



GROUP MENTORING

Adventure Canada Connections

Adventure Canada Connections (ACC) is a group mentoring program for newcomer youth that are elementary-aged. The program offers a role model, mentor and a friend to newcomer youth, helping with their adjustment to Canada. ACC is led by volunteers who have an interest in helping mentees build confidence so they can reach their full potential.

With a goal of social integration, ACC participants meet in a group setting to build connections. Mentoring sessions include educational activities, games and potential for homework help or open discussion. Mentees will practice English language skills, make new friends, learn more about Canada’s cultures and traditions, and most importantly — have fun. ACC takes place weekly over 7-10 sessions.

Cultural Mentorship Program

The Cultural Mentorship Program aims to create and develop mentoring relationships with a focus of embracing Caribbean and African cultures. This Program is offered to young people ages 12-18, who identify as being part of the black community.



Participants will have the opportunity to engage in activities that reflect on cultural history, carnival arts, cultural icons, micro ventures, business methods and diaspora experiences. The program encourages black youth to make healthy and safe choices, increase resiliency and build a strong cultural identity all within the scope of cultural mentorship initiatives. This group program takes place weekly over 10-20 sessions.

Bigs on Campus

The Sheridan College BIGS on Campus Program offers the benefits of mentoring to youth ages 9-13 within a group setting. Approximately 4-5 caring student mentors, selected from the Sheridan student body and screened and supervised by BBBSHH, meet with 8-10 young people weekly to share fun and educational activities and build their mentoring relationships. The program focus is on building the skills of the young people, exposing them to post-secondary opportunities and fostering quality relationships with the mentors.

Big Possibilities

Big Possibilities offers mentorship and support for youth enrolled in high-school, helping them explore and prepare for life after high-school. Each program session connects youth with a guest speaker from a different field. Various workshops are also offered through this program including career exploration, resume and interview skills, social media awareness. This program takes place during the regular school year.

Game On!

Game On! is a group mentoring program for elementary-aged young people who identify as male. The program aims to provide its participants with information and support to make informed choices about a range of healthy lifestyle practices. Through non-traditional physical activities, complemented with healthy eating support, participants are engaged in life skills, communication, and emotional health discussions designed to engage participants in the pursuit of life-long healthy lifestyles. Game On! takes place weekly over 7-10 sessions.

GLOW (Girls Linking Our Worlds)

Girls Linking Our Worlds (GLOW) is a group mentoring program for young people ages 11-14 who identify as female. The program focuses on empowerment, leadership development and helping its participants feel confident in all aspects of their identity.

Through mentoring relationships, discussions, along with creative and physical activities, volunteers help participants explore different cultures and celebrate diversity, learn different techniques for physical, mental, and emotional well-being, as well as develop empathic communication skills. GLOW takes place weekly over 10 sessions.



Go Girls!

Go Girls! is a group mentoring program for young people ages 12-14 who identify as female. The program focuses on physical activity, balanced eating, and self-esteem. The single, most important goal of the program is to positively shape the lives of young people by helping them build a positive self-image and setting them on a path to reach their full potential in life.

Go Girls! is structured around four themes: physical activity, healthy eating, self-esteem, and communication skills. The program takes place weekly over 7-10 sessions.

Homework Club



Homework Club is an after-school mentoring program for elementary-aged young people. In this program, high-school students are a mentor for participants who require academic, social, and/or emotional support.

With the goal of increasing student success, young people are matched one-on-one with a teen mentor in a group setting and are supervised by an adult volunteer. Programs run weekly after school from October – May.

BOARD OF DIRECTORS

Chuck Conlon – Chair

Blair Henderson – Director

Daniele Ingleton – Director

Shahbaz Khan – Director

Robert Ridge – Officer, Finance & Risk Management

Emily Rowe – Director

Cassandra Weatherston – Director

Patricia Wright – Officer, 2nd Vice Chair

Melissa Christiani Pollard – ex Officio

ADDITIONAL INFORMATION

[About Big Brothers Big Sisters of Halton and Hamilton](#)

[Our Board of Directors](#)

[Annual Reports & Audited Financials](#)

[What We Do](#)

[Our Programs](#)

[News & Updates](#)

[Ways to Give](#)

KEY DUTIES AND RESPONSIBILITIES

Leadership, Planning & Governance

- Provide strategic vision and leadership to help achieve Big Brothers Big Sisters of Halton and Hamilton's vision and mission.
- Collaborate with the Board of Directors, senior leadership, and community partners to proactively identify strategic priorities and opportunities; and work with the Board to implement and deliver the strategic planning process and plan.
- Lead the development and execution of the annual operational plan and budget, ensuring programs, metrics, and key deliverables are aligned with strategic priorities.
- Implement and monitor the decisions of the Board of Directors and provide timely and consistent reporting at Board meetings and as required.
- Lead organization risk management in collaboration with the Board through the identification, assessment, and mitigation of any risk that might compromise strategic and annual objectives.
- Deliver change management strategies, oversee operations and manage all material assets of the organization.
- Advance the organizations' commitment to Equity, Diversity, Inclusion and Reconciliation by assessing the current state and identifying priorities and actions that will support greater inclusivity diversity, equity and accessibility of our programs and services.
- Be proactive and engaged on issues of national importance within the Big Brothers Big Sisters of Canada network. Lead and manage the relationship with Big Brothers Big Sisters of Canada.

Financial Management & Revenue Development

- Oversee effective fiscal management and control systems to ensure adherence within required regulations and legislation.
- Provide oversight and ensure the preparation of comprehensive annual budgets.
- Administer the organization's funds according to the budget approved by the Board, including setting, monitoring, and approving all major expenditures, service contracts, etc.
- Monitor and report on financial performance and institute remedial action as required.
- Ensure the development of a diverse fundraising strategy and plan that supports growth.
- Expand the role of the BBBS Foundation in alignment with plans for a revitalized fund development strategy.
- Work with staff to ensure the required infrastructure to support diverse revenue channels and optimum donor relations.
- Support and guide fundraising volunteers to facilitate the development of new donor relationships during our annual fundraising campaign.
- Provide leadership as required in the execution of fundraising strategies including helping build a culture of philanthropy, sharing knowledge of best practices related to fundraising, and by modeling proactive donor and prospect relationship management.

People

- Lead staff in operationalizing strategic priorities, building annual plans and measuring outcomes.
- Work collaboratively with senior staff to manage day-to-day operations and all organization assets, ensuring standards for program excellence, quality improvement, and maintenance of accountability structures.
- Provide oversight and strategies to support and retain staff and volunteers.
- Foster a culture that values respect, equity, diversity, inclusion, collaboration, teamwork and accountability.

- Work with staff teams and volunteers to identify and address challenges with a goal of unifying teams and individuals.
- Provide progressive leadership to motivate, inspire, coach and empower high-performing teams.
- Support staff learning and development.
- Ensure all employees and volunteers are treated fairly and according to organizational values, policies and applicable employment laws.

Community Relations

- Represent the organization by promoting the vision and impact of programs to inspire and encourage staff, volunteers, partners, donors and community members.
- Identify, cultivate and enhance key relationships and alliances with a broad network of community organizations, corporations, foundations, and donors.
- Make a concerted effort to learn from and build relationships with community groups that reflect the diverse range of individuals and groups we serve that live in the region to ensure our programs and services are reflective of our EDI goals.
- Work with staff and volunteers to promote and enhance a strong BBBS brand, profile and reputation through excellent communications channels, impact reporting and resources.
- Act as the primary spokesperson and attend community functions, media events and public meetings.

QUALIFICATIONS & KEY COMPETENCIES

- Progressive senior leadership experience in the not-for-profit sector.
- Track record of successfully developing, implementing and monitoring strategic and annual plans and the oversight of operational budgets.
- Demonstrated skills in financial oversight, reporting and the development of budgets.
- Proven success leading and building to community programs.
- Excellent skills in change management with strengths in leading organizations through growth opportunities.
- Proven success building, leading, coaching, and retaining high-performing staff teams.
- Experience working directly with a Board of Directors.
- Demonstrated leadership in establishing and executing strategic fundraising priorities and plans.
- Proven ability to model transparency, collaboration and teamwork that builds commitment amongst staff, volunteers, and partners.
- Future-focused with a growth mindset, and the ability to anticipate and proactively address opportunities, challenges, and trends.
- Excellent skills in negotiation, strategic decision-making and problem-solving.
- Exceptional verbal, written, interpersonal and presentation skills with high motivation and aptitude for communicating with various audiences.
- Highly committed to ethics and accountability standards.
- Knowledge and experience with the principles and tactics related to the effective management of volunteers.
- Demonstrated interest and commitment to the well-being of youth. Experience in a youth-serving organization preferred.
- Proven understanding and commitment to equity, diversity, inclusion, and reconciliation.
- Demonstrated ability to influence, motivate and rally individuals and groups around a common cause.
- Regular travel thorough the service region is required to meet with agency and other community partners.

BIOGRAPHIES

Chuck Conlon – Big Brothers Big Sisters of Halton & Hamilton, Board Chair



Chuck is a professional Human Resource practitioner, who drives business results by leveraging his business acumen and Human Resources expertise. Chuck has been involved with Big Brothers Big Sisters for several years in many capacities, including a Golf for Kids Sake Committee member and mentor. Chuck knows first-hand the impact of mentorship through his experience as an In-School Mentor.

Patricia Wright – Big Brothers Big Sisters of Halton & Hamilton, Board Vice-Chair



Pat, B.Sc., M.Ed., is a retired educator who has continued to work in the community with Big Brothers Big Sisters and other equity seeking non-profit organizations. Pat spent several years with Hamilton Centre for Civic Inclusion, where she was the Interim Executive Director, and the Manager of Training and Community Engagement. She was also an instructor for the Leadership and Community Engagement program for the McMaster University Centre for Continuing Education in Hamilton. Pat was also the Antiracism Trainer and

Facilitator for the Hamilton-Wentworth District School Board. Pat continues to develop curriculum and provide EDI training to local community organization.