

The Air Cadet League of Canada, Ontario



Executive Director

ONTARIO



Executive Brief



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FOR MORE INFORMATION

KCI Search + Talent has been retained to conduct this search on behalf The Air Cadet League of Canada, Ontario. For more information about this opportunity, please contact Helena Debnam, Senior Search Consultant by email at ACLO@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 **April 28, 2023**.

The Air Cadet League of Canada is committed to supporting an inclusive and accessible environment and will accommodate job applicants with disabilities during the selection process. Applicants requiring accommodation during the interview process should contact Ellie Rusonik or Helena Debnam with any enquiries or for assistance.

The salary range for this position is **\$100,000 - \$125,000** with a comprehensive benefits package.

Proof of COVID-19 vaccination is a requirement of all ACLO staff except for those with an approved medical or human rights exemption.





Executive Director

The Air Cadet League of Canada, Ontario

THE OPPORTUNITY

The Air Cadet League of Ontario (ACLO) is seeking a community minded, action oriented, and relationship focused leader as its next Executive Director. The Executive Director is the senior staff person of the Air Cadet League of Canada, Ontario Provincial Committee and is its chief operating officer. This is a compelling opportunity to lead and evolve an organization known for preparing youth to become the leaders of tomorrow and meet the challenges of society through dynamic, community-based, and accessible programming.



Reporting to the Board of Governors, the Executive Director will be a collaborative and team-oriented leader providing organization-wide leadership and manage a staff of five direct reports. The new ED will have direct experience working with the military or the Cadets program, and/or is a veteran or retiree of the Canadian Armed Forces. A highly effective communicator and relationship builder, the Executive Director will build collegial and productive working relationships with the National level of the Air Cadet League, as well as the provincial branches of the Army and Navy Cadet Leagues, and the Canadian Armed Forces and will oversee and support services to the 120 local Air Cadet Squadrons and over two thousand provincial volunteers who deliver Air Cadet programs to over 8,600 Cadets throughout Ontario.

Experienced in pursuing and cultivating partnerships, the new incumbent will lead the annual development plan including revenue from diverse sources to support the current needs and future growth of the organization.

This position will be based out of ACLO's office in Markham, Ontario, in a hybrid work environment, with the expectation that the Executive Director will be in the office 2-3 days a week.



ABOUT THE AIR CADET LEAGUE OF CANADA

The Air Cadet League has been in operation since 1941. We are a proud not-for-profit whose mission is to promote and encourage the nation's youth to develop and maintain an interest in aviation, leadership, and citizenship, in partnership with the Canadian Armed Forces.

The Air Cadet League of Canada encourages cadets with opportunities like access to Education Scholarships and Continuation Flying Training Awards, the ability to engage with the aviation industry to train in our fleet of gliders, and to participate in effective speaking, music, and biathlon competitions. We seek to enable our youth to explore new skills and to have the experiences that will provide them a strong foundation for their future as they grow to become engaged citizens and leaders in our global, diverse, and inclusive world.

With the generous help of sponsors, donors, and volunteers, The Air Cadet League helps provide fun and innovative ways for youth to make a difference in their community all while learning about aviation. Our youth graduate from the air cadet program feeling confident and armed with skillsets that will last them a lifetime. Being attuned to societal changes, The Air Cadet League strives diligently to be a dedicated, proactive and innovative partner to encourage and enhance the development of well adjusted, civic minded youth to undertake leadership roles in a great Canada and a better world.

ABOUT THE AIR CADET LEAGUE OF CANADA, ONTARIO



The Air Cadet League of Canada, Ontario Provincial Committee, celebrates 81 years of providing community resources and funding for items not provided by the Department of National Defense and the Government of Canada within the Air Cadet program in Ontario. The rewarding community-based activities are designed to help youth become more self confident, develop leadership skills, improve communication skills, and teach self-discipline through challenging training.

The Air Cadet League of Canada, Ontario Provincial Committee provides oversight and support services to local Air Cadet Squadron Sponsoring Committees and two thousand provincial volunteers who contribute support requested by the Canadian Armed Forces to deliver Air Cadet programs throughout Ontario.

Vision and Mission

Our mission since 1941, is to support and enable youth to meet the challenges of modern society, through a dynamic, community-based program that is accessible to all young citizens of Ontario.

Our vision is to prepare our youth to become the leaders of tomorrow through a set of fun, challenging, well organized and safe activities through living shared values of loyalty, professionalism, mutual respect, and integrity with a goal of developing great citizens and encouraging volunteerism and community!



Purpose

The primary purpose of staff operations at the Ontario Provincial Committee offices is to support the local operations of the Squadron Sponsoring Committees (SSC) and Board Committees.

The Ontario Provincial Committee is sanctioned by the National League to administer and support the Air Cadet Program across Ontario, in partnership with the network of Regional Cadet Support Units, established by the Department of National Defence. The jurisdictional area of the OPC includes all the province, except the Ottawa-Carleton area.

BOARD OF GOVERNORS

Stephen Chait, Chairperson

Mike W. Boyle, CD, Immediate Past Chairperson

David W. Ronson, Governor, Audit Committee Chair

Stephen Stewart, CPA, Treasurer

Joseph MacMillan, CD, Secretary

Barry Franklin, CD, Governor

John Derausie, CD, Governor

Nishika Jardine, CD, First Vice Chairperson

Colleen McCourt, Second Vice Chairperson

Greg Merrill, CD, P.Eng., Governor, Life Member

William Cumming, Governor

ADDITIONAL INFORMATION

[Air Cadet League Ontario](#)

[Our Activities](#)

[The National Air Cadet League of Canada](#)

[Getting Cadets in the Air – YouTube](#)

KEY DUTIES AND RESPONSIBILITIES

Strategic Leadership

- In concert with the Board, take a pro-active leadership role in Strategic Planning for the ACLO
- Lead the development and execution of the annual operational plan and budget, ensuring programs, metrics, and key deliverables are aligned with the strategic priorities of the ACLO
- Lead and enhance ongoing programs to support the mission of ACLO and overall vision of ACL
- Provide ongoing support to the Board and its Committees, act as recording secretary in support of the Corporate Secretary of the OPC
- Ensure support to the League Council in furtherance of its mission to recruit and provide ongoing training of members at both the SSC and Director levels
- Maintain and enhance lines of communication and an effective working relationship with the Regional Cadet Support Unit (Central) in Borden, and the six Area Offices throughout the province
- Ensure support to the OPC Annual Conference Committee to plan, organize and execute in conjunction with the Annual General Meeting
- Encourage and lead a culture of fundraising and philanthropy
- Work to enhance the personal value and experience of an OPC membership



Financial Management & Operations

- In collaboration with the Treasurer and Controller:
 - Prepare annual and short-term financial forecasts, reports and budgets to ensure that the Board is well-informed about the financial status and performance of the organization.
 - Ensure compliance with all relevant government legislation, particularly the requirements of the Canada Revenue Agency for registered charities.
 - Ensure compliance of Squadron Sponsoring Committees with the financial reporting requirements and deadlines of both the OPC and CRA.
 - Ensure the Board is well-informed of the performance of the OPC's investment portfolio
- Work with the appointed Auditors and Audit Committee to ensure that OPC financial practices are efficient, transparent, and compliant with legislation and professional accounting standards
- Work with the insurance brokers of record and the Finance & Business Committee, to ensure that the OPC's insurance coverage is secured
- Liaise with property owners and their agents, as required, to maintain a safe, cost-effective, and functional workplace

Team and People Leadership

- Hire, coach, mentor and lead the staff team of five and its contractors
- Ensure that the OPC Office and staff - together with appropriate volunteers - manage and work to support and continuously improve ongoing provincial programs
- Ensure that Dispute Resolution and Disciplinary procedures are in place, and training provided to mediators and disciplinary panels, to deal effectively, transparently, and legally, with disputes or inappropriate, unethical, or illegal conduct by OPC members

Partnerships, Revenue Generation, and Community Engagement

- Lead the creation and implementation of the annual development plan that includes revenue from diverse sources to support the current and future growth of the organization, in collaboration with development staff and the Board
- Pursue and cultivate corporate, private and public partnerships that will provide revenue generation opportunities for the OPC, Squadrons or Cadet programs
- Oversee fundraising and donation programs including alumni engagement, major gift donors, corporations and government and private grants in collaboration with fundraising counsel
- Serve as a key spokesperson with media and community

Communications and Marketing

- Ensure that an informative and engaging website is maintained by the OPC, which responds to the needs of all stakeholders and the general public
- Ensure that effective and creative use is made of cost-effective and relevant social media (e.g., Facebook, Twitter, Instagram, etc.)
- Ensure that a style-guide is maintained for all OPC communications, and that standard graphics presentations are established
- Ensure that regular, concise, and relevant news and reminders are provided to stakeholders

QUALIFICATIONS & COMPETENCIES

- Experience with working with the military and/or Cadet programs
- Experience in managing, leading, and developing staff with demonstrated excellence in organizational management with the ability to develop effective teams
- Experience in a complex multi-stakeholder organization
- Strong financial management skills, to oversee an annual budget of approximately \$2 million, an investment portfolio, and a fleet of 34 gliders and tow plane aircraft
- Experience in managing, leading, and developing staff with demonstrated excellence in organizational management with the ability to develop effective teams
- Marketing and public relations experience, including website development, social media content generation, and other types of digital communications, would be an asset
- Strong written and verbal communication skills; including experience with presentations to small and large groups; and excellent interpersonal skills that can adapt to volunteer, corporate and fundraising environments
- Experience with working with the military and/or Cadet programs would be an asset
- Degree and/or professional certification in a relevant field (e.g., CAE), or equivalent military qualifications, would be an asset
- Experience, interest, and passion with youth programs or youth development
- Knowledge of Board processes and Board reporting in the not-for-profit sector as well as experience working with senior volunteers is an asset
- Interest in aviation is an asset
- A combination of skills and experience, education and career will be considered

MESSAGE FROM OPC CHAIRPERSON

Stephen Chait CEO, OPC Board of Governors & Chairperson The Air Cadet League of Canada, Ontario



The Board of Governors of the Ontario Provincial Committee (OPC) Air Cadet League of Canada is an elected body of dedicated volunteers working in partnership with the Canadian Armed Forces (CAF) in support of the Air Cadet program. The Air Cadet program fosters an interest in aviation, leadership, and citizenship, and to this end the OPC encourages Cadets with opportunities like access to Education Scholarships and Continuation Flying Training Awards, the ability to engage with the aviation industry and partners, to train in our fleet of gliders, and to participate in effective speaking, music, and biathlon competitions.

Our strategic map guides everything the OPC and our League members do for the air cadet program as delivered by the CAF, its CIC officers and volunteers. In this current year 2023/24, the OPC Board and our staff will be focused on two key priorities:

1. Building and renewing our volunteer base from the ground up. We will aggressively pursue and support volunteer recruitment for our local Squadron Sponsorship Committees (SSC), and provide training to SSC executives and Squadron Directors.
2. Supporting the financial sustainability of Air Cadet Squadron operations. We will continue the roll-out, growth and promotion of the online lottery, and cashless technologies, to generate revenue for participating SSC's.

Now in our 82nd year, the OPC is thankful for our hundreds of active Squadron Sponsoring Committee members, donors, and supporters each year who give of their time, expertise, and resources to ensure the continued vitality and growth of the Air Cadet program. With our complement of experienced OPC staff, we can provide the opportunities and support to Cadets and their Squadrons to succeed in reaching their goals.

ORGANIZATIONAL CHART

