



## **Executive Director**

### **About Megaphone**

Megaphone changes the story on poverty by promoting social equity, amplifying marginalized voices, and creating meaningful work.

Megaphone offers people experiencing poverty products, platforms, and training programs to help them earn a living while advocating for themselves and their communities. Megaphone is a small, but feisty organization that works with more than 200 marginalized people in British Columbia every year. We produce high-quality publications that Megaphone vendors sell on the streets of Vancouver and Victoria, we run a peer-driven Speakers Bureau that centres people who use substances in conversations on drug use and the toxic drug supply, and we offer mentorships and workshops in supportive environments to people marginalized by poverty. We are committed to empowering people and creating social change in our communities.

### **The Executive Director Role**

Megaphone is seeking an Executive Director to provide exemplary leadership at Megaphone, ensuring its continued success and sustained growth. The organization has a firm financial footing and a sterling reputation in its community. The Executive Director role is a full-time position that leads the entire organization in Vancouver and Victoria and reports directly to the Hope in Shadows Society Board of Directors. Managing a talented and creative team of staff, the Executive Director will be directly responsible for the following areas of the operations:

- **Strategic Planning**

The Executive Director will lead the development and implementation of long-term strategic plans, updating progress and milestones annually, including contingency planning for future changes. These plans and strategic vision must be effectively translated into realistic and inspiring annual goals and metrics for the organization.

- **Human Resources**

The Executive Director is responsible for the organization's team of contract and full-time employees: leading and directing employees, conducting performance reviews, ensuring policies and practices are effective and up to date, and ensuring staff, contractors, and freelancers are paid in a timely manner.

- **Governance**

Working closely with the board of directors, the Executive Director will organize board meetings, implement strategic decisions, develop annual budgets, provide status update reports, produce an annual report, leverage board and committee expertise for operational effectiveness, support



the board to set and reach ongoing and annual goals, and ensure organizational compliance with applicable regulations.

- Fundraising and Events

Working directly with Megaphone's Development and Public Outreach Coordinator, the Executive director will oversee fundraising and development, setting annual fundraising goals and tactics, securing sponsorships for key programs (*Megaphone*, *Voices of the Street*, *Hope In Shadows*, Speakers Bureau), delivering annual fundraising events, identifying and applying for grants, reporting back to funders and grantors, and cultivating major donors and the extended Megaphone community of supporters. The Executive Director will also take an active role in grant writing, foundation applications and fund development to support ongoing programs and special projects.

- Communications and Campaigns

Working directly with the Development and Public Outreach Coordinator, the Executive Director will oversee the organization's community outreach, communications, marketing, social media, media, and campaign strategies, updating the annual plan and assessing its effectiveness. The Executive Director will represent Megaphone at events and in the media, including live radio and television appearances.

- Administration

Working directly with Megaphone's Operations Manager, the Executive Director will oversee all administrative systems and processes, ensuring timely and proper management of payables and receivables, ensuring proper bookkeeping, making financial decisions, and monitoring compliance with annual budget. The Executive Director will also oversee the operations of the office space and the associated office systems and licenses. In addition, the Executive Director works to ensure the organization acts and maintains records in full compliance with CRA regulations for charities.

- Program Oversight

Working directly with a team of 4 direct reports, the Executive Director will oversee Megaphone's service, editorial and creative programs, by setting strategies, creating annual plans and goals, monitoring progress, and coaching staff. Program areas include the Vendor Program, Speakers Bureau, *Megaphone* magazine, *Hope in Shadows* community contest and calendar, *Voices of the Street* literary publication, ongoing and special writing workshops, journalism mentorships, and special projects.



### **The Characteristics of the Ideal Candidate**

The successful candidate will bring a strong strategic focus to the organization, with a knack for translating strategy into actionable annual plans and meaningful metrics. You are an expert at leading change and are comfortable with new ideas and diverse backgrounds and perspectives. You seek collaborative solutions and can inspire and leverage the expertise of a dedicated team of passionate employees, coaching them to success and growth. You manage your workload well, excelling at effective delegation and mentoring. You thrive in an informal work environment, where novel challenges regularly occur. You encourage and inspire the team to experiment and be creative. You have good judgment skills and can quickly make sound decisions with imperfect information. You have the courage and patience to try new ideas and different approaches, iterating and revising towards an optimal solution. You work well with people of all backgrounds and abilities, thrive in a fast-paced, sometimes chaotic environment, compassionately set clear boundaries, and relish seeing the team and our vendors succeed and thrive.

Outside the organization, you are adept at building and sustaining relationships with key stakeholders and a large and diverse network of supporters. You are comfortable in front of the media, have strong writing and public speaking abilities, and can navigate complex political and community environments.

You're looking for a challenging new role where you will lead a small yet diverse organization that is making an impact in our community, adding meaning and purpose to the lives of our vendors.

### **Qualifications & Experience of the Ideal Candidate**

If you're not certain that your credentials are a 100% fit with this position, we encourage you to apply anyway.

- Post-Secondary degree or diploma in Humanities, Communications or Social Work (or equivalent experience)
- Experience developing and implementing strategic plans
- Experience developing and implementing annual budgets
- Experience in or familiarity with sales and marketing tactics and strategies
- Experience or familiarity managing non-profit and charitable entities in accordance with CRA regulations
- Managerial experience
- Project management skills
- Communications/media experience or training
- Direct experience working with people experiencing homelessness, people who use substances, people with low incomes, and/or marginalized populations
- Strong competency with computers, basic software, apps and social media



- Understanding of how the intersections of colonialism, racism, classism, sexism, transphobia, ableism and anti-substance user stigma continues to oppress people experiencing marginalization
- Knowledge pertaining to HR, finance and governance
- History of successful fundraising strategies and management of key donor and funder relationships
- Exemplary communication and interpersonal skills with respect to a broad range of audiences and stakeholders

**Salary** is between \$80,000 and \$90,000, commensurate with experience, with a salary review at 6 months.

**Full-time** 40 hours per week

## **Applications**

Interested applicants should send a resume and cover letter as a single PDF to [board@megaphonemagazine.com](mailto:board@megaphonemagazine.com), with 'Megaphone Executive Director' in the subject line.

We thank all applicants for their interest in working with us. However, only those being considered for an interview will be contacted. First applicant review will happen November 20, and the second applicant review will happen on November 27. Interviews will begin on the week of November 28, 2022

Megaphone recognizes the importance of an inclusive workplace and a diverse workforce. We welcome and encourage all people to apply, including people of diverse cultural and ethnic backgrounds; LGBTQ2+ identified persons; women; people with disabilities; and people with lived experience of issues on which Megaphone is working to change the public conversation, including: poverty, mental illness, homelessness, or our colonial legacy.