



## **POSITION PROFILE**

THE MOSAIC INSTITUTE

Executive Director

October 2018

## **SUMMARY OF OPPORTUNITY**

The Mosaic Institute is seeking a dynamic, hands-on individual to lead the strategic growth and expansion of programming, research, and development of this organization that believes that Canada's diversity is not a problem to be solved, but rather the solution for many of Canada's and the world's social conflicts. The Mosaic Institute promotes dialogue among diverse communities in entrenched historic conflict, to advance peace at home and abroad.

The ideal candidate will possess a high degree of cultural competency and experience working with diverse communities from a social justice lens; is passionate about citizen engagement; Canadian policy priorities; program development and evaluation; applied research; and excellent fiscal management skills. The successful candidate will be expert at establishing and maintaining strong collaborative relationships on behalf of the Institute, will have extensive experience as a successful fundraiser, and will be a natural and gifted communicator.

## **POSITION DESCRIPTION**

Organization: **The Mosaic Institute**  
Position Title: **Executive Director**  
Reports to: Chairman, and the Board of Directors  
Location: Toronto, Ontario  
Website: [mosaicinstitute.ca](http://mosaicinstitute.ca)

## **APPLICATION DEADLINE**

Tuesday October 16, 2018 (5:00PM EST)



**POSITION PROFILE:** MOSAIC INSTITUTE  
Executive Director  
September 2018

## **THE ORGANIZATION**

The Mosaic Institute ([www.mosaicinstitute.ca](http://www.mosaicinstitute.ca)) is an award-winning “think and do” tank dedicated to promoting pluralism, preventing conflict, and ensuring that every person has an equal opportunity to achieve prosperity.

We strive to demonstrate that our differences are not problems; they do not need to be masked, ignored or tolerated. Highlighting that our differences are our greatest strength is how we dismantle prejudice. Understanding our differences is the best protection against the social unrest that impairs our potential and our collective prosperity.

We host dialogues defined by respect.

We conduct research that is thoughtful and rigorous.

We create spaces for young people to learn, collaborate, and speak.

We showcase how our differences can be a source for valuable solutions to social challenges at home and abroad.

A small volunteer Board of Directors governs the Mosaic Institute, supported by an Executive Director (ED), a small group of four full-time employees, program-specific contractors, student interns, and volunteers.

## **THE OPPORTUNITY**

The ED plays a central role in leading the evolution, growth, and success of the Institute. The ED spearheads the organization’s unique work to promote pluralism, prevent conflict and to ensure that every person has an equal opportunity to achieve prosperity.

The ED reports to the Board of Directors and manages a small staff of dedicated professionals. The ED implements policies approved by the Board; identifies needs and opportunities for the development of innovative programming and/or research-based initiatives in alignment with the organization’s mission and mandate; ensures effective management and stewardship of the organization’s programs and operations; develops, maintains and monitors a series of strategic relationships with external stakeholders in the public, not-for-profit and for-profit sectors, including (but not limited to) both current and prospective partners and funders; and serves as a regular voice and face of the organization in the broader community. The ED works in partnership with the Board, staff and stakeholders to provide vision, strategic leadership, programming and research relevance, operational excellence, and direction for the organization.

The ED’s key responsibilities and accountabilities encompass the following:

### **Strategic Leadership**

Provide visionary and strategic thinking to anticipate and analyze trends in Mosaic’s focus areas of inter- and intra-community dialogue, public education, and applied research and programming that enhances the participation of communities in the identification and implementation of Canadian policy priorities. Lead the Board and staff for all areas of growth and expansion by:

- Supporting the Board, staff and other stakeholders in refining the mission and mandate statements, and developing, implementing, monitoring and evaluating a strategic and operational plan, including a multi-year strategic plan that will come into effect in early 2019. The outcomes of the strategic operational plan will demonstrate material and tangible achievements as to how diversity makes society stronger.
- Working with the staff to develop, advance, and assess programming, applied research projects, management strategies and systems that are effective and aligned with Mosaic's strategic plan, and ensure that they are fully funded and implemented well.
- Engaging and working in collaboration with the Board on matters of governance, accountability, mission, vision and strategy.
- Oversee resource development functions of the Institute, with the support of the Director of Development and the supportive collaboration of the Board of Directors, the Advisory Council, and Board Committees.

### **Programming Leadership**

Work with staff to improve and expand the reach and effectiveness of Mosaic's core programs that promote citizen engagement and greater social cohesion among high school students ("Next Generation"), university students ("UofMosaic"), and young adults ("New Beginnings").

Ensure proper reporting on all initiatives – both core programs and special projects - both internally (to the Mosaic Board of Directors and membership) and externally (to funders, regulators, etc.).

### **Research Leadership**

Lead the Institute in developing and expanding a robust roster of funded research projects that will align with the Institute's mission and values, and lend themselves to direct and useful application in areas of Canadian public policy related to Mosaic's mandate. Oversee the raising of funds to support those projects, and engage and supervise the necessary talent to bring them to fruition.

### **Financial Leadership**

Ensure the fiscal integrity of the Mosaic Institute. Submit to the Board a proposed balanced annual budget, operate within the approved budget, ensure maximum resource utilization, and generally maintain the organization in a positive financial position.

### **Resource Development**

Develop and maintain key relationships with current and prospective major funding and sponsor sources, including individuals, organizations and institutions. Direct proposal development and fundraising for programs under development.

### **Marketing and Communications**

Oversee the strategic development of marketing and communications to aid in program development, and to build awareness of Mosaic's work. Act as the primary spokesperson to the public and media on issues relating to the Mosaic Institute.

### **Corporate Integrity and Reputation**

Work with the Board and staff to ensure adoption of and adherence to stated values and ethical standards in all Mosaic business, and compliance with all relevant regulatory and funding authorities, including, but not limited to, the Canada Revenue Agency.

### **Operational and Human Resource Management**

Develop and maintain appropriate and sound organizational structure and systems, including mentoring and coaching, leading by example, ongoing development of staff, and succession planning.

### **External Relations**

Represent the Institute in the broader community, in traditional and social media, through public speaking engagements, etc. Oversee the Institute's external communication channels and strategies. Work effectively – and, where warranted, in collaboration with – government, other non-government organizations, universities, institutes, “think tanks”, and other entities with a demonstrated interest in the work of the Institute, both in Canada and overseas.

## **THE CANDIDATE**

The ideal candidate will possess the following *skills, knowledge* and *competencies*:

- Substantive knowledge of Canadian policy priorities, pluralism, inter-community dynamics, overseas conflicts, dialogue-based education, and related issues, combined with a well-developed understanding of the broader stakeholders/communities with which the ED will be required to interact and build relationships.
- A strategic leader with relevant experience gained in not-for-profit, or government, combines an innate interest in the substantive areas and issues relevant to the Mosaic Institute with a strong results orientation; balances drive, energy and entrepreneurial spirit with political acuity and diplomacy.
- Exceptional relationship-building and communication skills; establishes credibility and trust quickly with a wide range of stakeholders and has the persuasion and negotiation skills to encourage and broker new ideas and points of view.
- A skilled and effective communicator who is able to inspire, enlist and maintain the enthusiastic support of major gifts from individuals, corporations and institutional donors.
- A strong project manager with superior organizational skills who can marshal plans from concept through to launch, successful implementation and evaluation. Possesses strong financial and business acumen required to develop and monitor the annual operating plan and budget and identify revenue enhancement strategies.
- Comfortable and effective operating in a nimble organization; with a roll-up-the-sleeves, can-do attitude prepared to help with and/or do the work when required.

The ideal candidate will also possess the following **credentials, traits** and/or **experience**:

**Required:**

- A university degree in peace and conflict studies, diaspora studies, international relations, political science, history, law, public administration, or a related field;
- Demonstrated success in conflict resolution, Canadian foreign public policy, and working to bring ethnocultural communities together;
- Possess a high degree of cultural competency and experience working with diverse communities;
- Demonstrated familiarity with and commitment to upholding and promoting core Canadian values;
- Success in resource development for not-for-profit causes and organizations;
- Exceptional organizational, communications, and administrative skills;
- Strong skills in financial management, budgeting, and reporting; and
- Impeccable written and verbal communication skills.

The successful candidate will be expected to adhere to the following **values** of the Mosaic Institute:

- Embodies and promotes the values of respect, integrity, accountability and transparency throughout all aspects of our work;
- Conducts all work in a collaborative mindset both internally and externally; and
- Commitment to investing in the growth of the organization, including team members, volunteers, partners, alumni and all stakeholders.

## APPLICATIONS

Please submit a current, detailed resume by e-mail, together with a cover letter explaining how your skills, experience and interests align with the specific requirements of this position by email to:

The Mosaic Institute  
Att'n: Hiring Committee  
Email: [EDSearch@mosaicinstitute.ca](mailto:EDSearch@mosaicinstitute.ca)

**Applications will be accepted until 5pm (EST) on Tuesday October 16, 2018.**

We thank all those who take the time to apply. However, please note that only those invited to an interview will be contacted.