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Ottawa, ON  
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## Executive Director

The *Fulcrum*

The *Fulcrum* is seeking its next Executive Director!

### About the Fulcrum

Established in February 1942, the *Fulcrum* is the independent English-language student news outlet at the University of Ottawa (<https://thefulcrum.ca/>). A member of Canadian University Press (CUP), the *Fulcrum* has been owned and operated by the Fulcrum Publishing Society (FPS), a not-for-profit corporation registered in Ontario, since June 1, 2005. The FPS strives to hold those in positions of power accountable and promote the wellbeing of the University of Ottawa Community through accessible and independent information from on and off-campus.

### Position Summary

The Executive Director is a key management personnel at the *Fulcrum*. Reporting to the Board of Directors, the Executive Director oversees the *Fulcrum*'s day-to-day operations including administration, bookkeeping, human resources, and marketing.

We are looking for a self-driven and energetic leader who can accomplish tasks both independently and in collaboration with others. If you are a responsible, organized people-person with an interest in managing a dynamic team and leading an organization towards its vision and strategic goals, this is the opportunity for you!

### Main Responsibilities (not an exhaustive list):

- Provide a link between the Business Department and the Board of Directors
- Act as the liaison between The Fulcrum Publishing Society, the *Canadian University Press*, and relevant campus and community organizations
- Administer and implement the resolutions of the Board of Directors
- Implement The Fulcrum Publishing Society's Strategic Plan
- Procure online advertising
- Identify opportunities to market the *Fulcrum* on and off-campus
- Maintain office space, equipment, and supplies
- Manage a staff of approximately 15 employees
- Act as the workplace coordinator for health and safety
- Act as a key legal signing authority
- Maintain good standing of *Fulcrum* bank accounts and record keeping using QuickBooks
- Approve and manage payroll using Ceridian
- Prepare proper financial statements and taxes, and work with the year-end auditor

Previous experience in working with a Board of Directors and/or not-for-profit organizations is preferred. A university or college degree in a related discipline is an asset. Knowledge of the University of Ottawa community and existing relationships within the community is also an asset. The successful candidate will have a basic knowledge of accounting.

Please note that this is an eight-month contract position (August 23, 2021 - April 30, 2022), with the possibility of renewal. The *Fulcrum* offers health benefits, flexible work hours and the option to work from home. The successful candidate is expected to live in the Ottawa region as occasional trips to the office are required. Some evenings and Sundays are necessary for committee meetings and monthly Board meetings.

The expected salary range for this position is \$32,400-\$36,000 per annum.

To apply, please send your **resume** and **cover letter** to Kalki Nagaratnam, the President of The Fulcrum Publishing Society's Board of Directors, at [president@thefulcrum.ca](mailto:president@thefulcrum.ca) by **Wednesday, August 11th**.

The *Fulcrum* is an equal opportunity employer and accommodation will be provided during the hiring process upon request.