



631 King Edward Avenue
Ottawa, ON
K1N 6N5

Executive Director

The Fulcrum Publishing Society

The Fulcrum Publishing Society is seeking its next Executive Director!

About the Fulcrum and the Fulcrum Publishing Society

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 FPS' 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):

- In collaboration with the management team of the Editorial Board, provide a link between the staff 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 and mentor a staff of approximately 15 employees
- Ensure compliance with human resources policies, procedures, and relevant employment legislation in the hiring and performance management of all staff
- Act as the workplace coordinator for health and safety
- Act as a key legal signing authority

- Maintain good standing of FPS 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, such as a degree in business, accounting, human resources, or administration. 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. Candidates from a variety of career stages and journeys are invited to apply - we welcome individuals with preliminary experience as well as more seasoned professionals looking for a change of pace.

In this role, the candidate will gain experience and develop their skills in relation to human resources management, basic accounting and financial management, and organizational management. The ideal candidate will have an interest in not-for-profit work, journalism, or media, and enjoy working with enthusiastic student journalists and volunteers.

Please note that this is a two-year contract position (April 1, 2023 - April 30, 2025), with the possibility of renewal. FPS 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 \$42,000 - \$50,000 per annum.

To apply, please complete the application form: <https://forms.gle/sYf7w45wY5dnwUbU6> by Wednesday, March 1, 11:59pm EST.

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