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EXECUTIVE DIRECTOR

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 (the “FPS”), a not-for-profit corporation registered in Ontario, since 2005. The *Fulcrum* strives to hold those in positions of power accountable, and to promote the wellbeing of the University of Ottawa community through accessible and independent information from on- and off-campus. In a typical year, its team consists of 15 to 20 employees and a variable number of volunteer and freelance contributors, all led by a management team consisting of the Editor(s)-in-Chief and the Executive Director.

Position Summary

The Executive Director is one of the leaders of the *Fulcrum*. Working closely with the Editor(s)-in-Chief, they form the management of the FPS. Reporting to the Board of Directors, the Executive Director oversees all **non-editorial business** of the FPS, including day-to-day operations, administration, bookkeeping, payroll, 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!

The ideal candidate will have an interest in non-profit work, journalism, or media, and will enjoy working with enthusiastic student journalists and volunteers. The successful candidate will gain experience and develop their skills in human resources management, basic accounting and financial management, and organizational management.

This is an 18-month initial contract, beginning in October 2024 (on a date to be determined in consultation with the successful candidate) and continuing until April 30, 2026, with the possibility of renewal.

Responsibilities

People: Mentor and liaise between staff and the Board of Directors, alongside the Editor(s)-in-Chief and Editorial Board. Liaise between the FPS, CUP, and relevant camps and community organizations. Ensure compliance with human resources policies and procedures, and relevant employment law (including the *Employment Standards Act*) in the hiring and management of all staff, including as the workplace coordinator for health and safety.

Finance: Act as a signing authority on the FPS's bank accounts, maintaining good standing on all accounts. Keep detailed records (QuickBooks). Approve and manage payroll (Ceridian). Prepare proper financial statements and taxes, and work with the accountant on the year-end audit. Manage the FPS's physical assets, including office space, supplies, and equipment.

Strategy: Administer and implement resolutions of the Board of Directors, including the FPS Strategic Plan. Develop and execute an advertising strategy, identify and secure grants and sponsorship, and explore other revenue-generation proposals. Identify opportunities and take initiative to market the *Fulcrum* on- and off-campus.

Qualifications

Requirements:

- Eligibility to work in Canada.
- Ability to work in English.
- Residency in, or willingness and ability to travel regularly to, Ottawa.
- Familiarity with bookkeeping and payroll systems.
- Leadership and teamwork experience, including (for example) conflict resolution, mentorship, or training.

Assets:

- Previous experience working with a board of directors or not-for-profit organization.
- Post-secondary qualification in a related discipline (e.g., business, accounting, human resources, public administration).
- Knowledge of, and existing relationships with, the University of Ottawa community.
- Basic knowledge of, or experience with, generally accepted accounting principles.
- Additional language competencies, especially in French.

Candidates at any level, and from a variety of career paths and stages, are invited to apply. We welcome individuals with basic experience as well as more seasoned professionals looking for a change of pace. We particularly welcome applications from members of diverse groups.

Compensation

The expected salary range for this position is \$42,000–\$50,000 per annum. The expected time commitment is approximately 25-30 hours per week, with some evenings and weekends required for meetings of the Board or Board Committees.

FPS offers health benefits, flexible work hours, and hybrid working arrangements. The successful candidate is expected to live in the National Capital Region, as occasional trips to the office are required. The FPS operates a bring-your-own-device policy; the successful candidate should have their own phone and computer.

APPLY NOW

To apply, please complete this application form by Friday, 20 September 2024 at 11:59pm EDT: <https://forms.gle/dAvcd38ajnwDqWkB9>.

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