



Managing Director

Role: Full-time permanent

Salary: Commensurate with experience, with a competitive benefits package

Location: CUI maintains an office in Toronto, with staff, associates and Board members in cities across the country

About the Canadian Urban Institute (CUI)

CUI is Canada's Urban Institute. We are the national platform that houses the best in Canadian city building – where policymakers, urban professionals, civic and business leaders, community activists and academics can learn, share and collaborate with one another from coast to coast to coast. Through research, engagement and storytelling, our mission is to ensure Canada builds vibrant, equitable, liveable and resilient cities.

During the COVID pandemic, CUI increased its profile as a national advocate for a new urban agenda in Canada. Our popular CityTalk series attracts broad audiences and features a roster of civic leaders, innovative thinkers, and on-the-ground practitioners.

Our research and policy development programs and communications activities not only highlight the challenges that urban areas face, but also articulate the importance of finding solutions to ensure the economic, social and environmental future of the country.

About the Managing Director role

CUI is seeking a senior executive to lead the organization's operations, provide program oversight, oversee employee performance, and steward financial resources. Reporting to the CEO/President, the successful candidate will help build a dynamic, responsive national institute to strengthen urban life in Canada.

The candidate will leverage their considerable administrative experience and proven leadership skills to manage both the day-to-day activities and the long-term strategic priorities of the organization. The Managing Director will be responsible for allocating resources in ways that optimize CUI's ability to fulfill its mission.

CUI collaborates with a broad range of stakeholders across Canada, including all orders of government, community organizations and the private and non-profit sectors. The candidate will draw on their experience navigating cross-sectoral settings to build relationships that enhance CUI's operational capacity and financial sustainability. The Managing Director will also position CUI as an organization that applies an equity lens to all internal policies and practices, as well as external programs and communications.



CUI's coordinating office is located in downtown Toronto; we also have team members working in cities across Canada. As we emerge from the pandemic, we anticipate greater day-to-day, in-person interaction at the Toronto office, plus various in-person events and opportunities for direct engagement with staff and external stakeholders across the country.

We are open to candidates who live across Canada, with the ability to travel to Toronto, Ottawa and elsewhere on a regular basis.

The Managing Director role will focus on the following tasks and responsibilities:

Operational oversight

- Oversee daily operations of the organization and its staff, including program design and delivery, human resources, IT and digital support, marketing, communications and finance
- Work closely with the CEO/President, Board and staff to implement the organization's vision, strategic plans and departmental priorities
- Develop, implement and monitor equity-based administrative policies and practices
- Establish, maintain and leverage relationships with external organizations to strategically enhance CUI's mission
- Provide regular operational updates to the Board
- Other duties as assigned by the CEO/President and/or Board

Financial management

- Plan and oversee the annual budget
- Support the CEO/President and Board in achieving revenue targets
- Establish and maintain reporting relationships with funders, sponsors and supporters

Employee engagement

- Work closely with senior staff to hire, supervise and retain employees
- Develop and implement evaluative processes for employee performance and growth
- Develop, implement and monitor equity-based employment policies and practices



The ideal candidate will possess most of the following experiences and skills:

- Significant experience as a leader in organizations with an entrepreneurial culture
- Experience with the not-for-profit, community foundation or charitable sectors, and working with a Board of Directors
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner institutions and governments of all levels
- Exceptional organizational abilities, including strategic planning, delegating, program development and task facilitation
- Strong financial management skills, including budget preparation, analysis, decision making and reporting – especially within the context of fluctuating revenue sources and evolving programs and projects
- A history of successfully generating new revenue streams and improving financial sustainability
- A demonstrated commitment to applying an equity lens to operations, programs and human resources
- Excellent interpersonal skills, especially in high-pressure situations
- Excellent communication and presentation skills
- The ability to work in both official languages
- Working knowledge of data analysis and performance/operational metrics
- Working knowledge of IT/business infrastructure and MS Office
- A background in urban issues, city building, creative placemaking, community engagement, policy development, or any other fields that intersect with CUI's work

All CUI employees demonstrate the following traits:

- Support for CUI's mission to help Canada build vibrant, equitable, livable and resilient cities
- Appreciation of and commitment to address systemic patterns of exclusion and marginalization in urban life, particularly affecting racialized and indigenous communities
- Comfort working across multiple projects, building relationships with stakeholders, and doing what it takes to achieve project outcomes
- A commitment to team success, shared knowledge and ethical behaviour
- Well-developed ability to effectively communicate with diverse, cross-cultural and cross-sector audiences
- Proficiency with collaborating across time zones, and the ability to work flexible hours from time to time



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CUI believes that *urbanism is for everyone*, and *urbanism must include everyone*. We are committed to employing a team that reflects Canada's diverse urban reality; we encourage applicants who identify as racialized persons, Indigenous persons, persons with disabilities and persons across the spectrum of sexual orientation and gender identities.

If you would benefit from accommodation and/or assistance during the application process, we invite you to contact us at jobs@canurb.org.

Here's how you can apply for this opportunity:

- We invite you to submit a CV and letter of introduction, in confidence, outlining your interest in CUI
- Please direct correspondence to jobs@canurb.org with the subject line "Managing Director"

We expect to review submissions on a rolling basis throughout July; we encourage you to submit a letter of introduction at your earliest convenience, and no later than July 22, 2022.