**Who We Are:**

Founded in 2000, Daytrippers ([www.daytrippers.ca](http://www.daytrippers.ca/)) is a non-profit children’s charity that funds educational school trips for in-need children across Canada. Daytrippers is a grassroots, Toronto-based charity run by its volunteers. Last year Daytrippers raised $483,000 and funded trips for 62,000 children.

**Executive Director (Volunteer), Toronto, ON.**

Executive Director: This volunteer position is the senior most operational and strategic leader of the organization. As the ED you will have a team of 9 executive committee chairs report to you directly, with indirect oversight of ~15 dedicated volunteers. You will work with the Board of Daytrippers and will also be a voting member of the Board. The ED position is designed for professionals with busy lives. It is a significant leadership role and a 3-year commitment is requested. This role has low activity between June – August; however, during the school year this role requires a commitment of ~5-7 hours a week. Committee and board meetings take place outside of business hours to accommodate volunteers with full-time jobs. The ED will also direct and leverage a full time administrative support person to focus on high value activities and overall leadership of the organization.

**What You Will Do:**

* Oversee the day-to-day operations of the organization
* Drive annual strategic planning to set targets and work plans for each committee
* Evaluate growth opportunities for Daytrippers
* Leverage the resources of two paid, third party professional resources: Redstone Agency which provides paid administrative and executive support to the charity; and JST Productions, which supports the annual Battle of the Brains fundraising event
* Act as the custodian of up to $1 million+ in financial assets; review financial statements, accounts and liaise with the treasurer and finance committee
* Ensure rigorous governance and controls are in place and adhered to for all funding decisions
* Create an annual roadmap of key dates, including the schedule of board meetings and executive committee meetings for the year, aligned to key milestones and required decisions
* Foster a sense of community and high-energy culture by building relationships with volunteers and spearheading engagement activities (i.e., coaching tree, volunteer appreciation events)
* Champion Daytrippers in the community, enhancing and sustaining the brand to support fundraising, recruitment and educator relations
* Act as key representative of Daytrippers at public events (i.e., Battle of the Brains, Donor Appreciation Breakfast, Volunteer Appreciation Breakfast)

**Who You Are:**

As an Executive Director, you will have the following:

* Exceptional leadership skills, ability to align, motivate and mobilize volunteers to achieve a vision. Preferred candidates will have previous experience leading volunteer teams
* Ability to manage down (lead the team) and up (leverage the Board)
* Strong organizational and planning skills
* Ability to work independently and resourcefully
* Basic financial acumen, some experience with interpreting financial statements.
* Strategic thinking capabilities to build on Daytrippers strong operational position to scale impact across geographies, (low income) communities and schools
* Desire to build your personal network and brand in a high-profile role working with community leaders

**How to Apply:** Please state your interest and email your resume to recruitment@daytrippers.ca, noting ‘Executive Director Volunteer Opporunity’ in your email subject line.