

EXECUTIVE DIRECTOR OF THE SHOE PROJECT

A unique project connecting women refugees and immigrants with veteran theatre and writing artists seeks a half-time executive director. He or she should be an energetic, enthusiastic, self-starting individual with fundraising, marketing, communication, and office administration experience. Based in Toronto, the ED's role will be to co-ordinate the activities of the organization across Canada, identify fundraising opportunities and pursue them, and work with our committed volunteers, our Founder and our Advisory Board. This is a 3-day-a-week opportunity with potential to grow for someone who loves stories, people, and to see lives change. He or she must be well organized, a great communicator, and familiar with granting structures, sponsorship opportunities, publicity and event management.

To date the project has been inspired and administered by the founder, alumnae and volunteers. We are now on a scale where we need an Executive Director.

SHOE PROJECT MISSION

The Shoe Project mission is to enhance the written and spoken English of women refugees and immigrants to Canada, thus empowering them to speak, write and lead. We bring veteran Canadian novelists and theatre artists into direct contact with newcomers through workshops and coaching to produce personal stories. We place these stories of arrival in our national conversation by means of performance, publication, exhibits, web presence and school curricula. We foster amongst women of diverse origins a sense of sisterhood, so that they, in turn, will help others 'in their shoes'.

DUTIES OF THE EXECUTIVE DIRECTOR

- To continue the work of and seek further opportunities for The Shoe Project to fulfill its mission;
to develop a fundraising plan including a case for support, identify sources of funds from private or public sources and make applications where required;
- coordinate national chapters of The Shoe Project as they organize workshops and performances across the country

- create and maintain relationships via written contracts with mentors from literary and theatre world. Maintain the high quality of writing, coaching, and performing which sets the Shoe Project apart from community literacy programs. Maintain effective administrative processes e.g. membership lists, contact with sponsors, donors, and partners. Management of the organization's funds in collaboration with treasurer.
- Work with pro bono lawyers to achieve charitable status and ensure compliance with Canada Revenue Agency in that regard;
- To continue to provide opportunities for alumnae of The Shoe Project to curate for, design for, and be the voice of TSP

DESIRABLE QUALIFICATIONS AND EXPERIENCE

- experience working with refugees or immigrant women, preferably in a non-profit or public sector environment;
- post-secondary education related to the humanities and English literature or the performing arts;
- work experience in fundraising, event management, marketing, and communications
- excellent written and communication skills;
- an outgoing "can do" personality;
- demonstrated ability to work collaboratively with partners, volunteers and a governance group i.e. the Advisory Board
- administrative experience in managing an office with the related knowledge of software to drive efficiencies and productivity

SALARY RANGE

Dependant on experience but in range of \$40,000 to \$45,000.
Prospect of increase to full time.

TO APPLY

Send resume and letter with reference to shoeprojecttoronto@gmail.com. Interviews will be held in 4th week of April in Toronto.

Web: theshoeproject.online

Twitter: [@ShoeProjectCan](https://twitter.com/ShoeProjectCan)

Facebook: [The Shoe Project](https://www.facebook.com/TheShoeProject)