

Executive Director – Position Description

Position Type: Full-Time, Permanent

Reports To: Board of Directors and/or Board Chair, as directed.

Location: In-person or hybrid (negotiable).

About True Wealth Society (TWS) / True Wealth Foundation (TWF)

True Wealth Society is a non-profit organization currently pending charitable registration, with an intended charitable purpose focused on Education. Upon confirmation of charitable registration, we anticipate operating under the name True Wealth Foundation (TWF), subject to CRA approval and any required naming adjustments.

TWS/TWF is in an early growth stage. Our initial programming includes REGAL Spark, and we are building toward additional initiatives over time, in alignment with charitable compliance requirements, funder expectations, and strong governance practices.

Overview

The Executive Director (ED) is the senior leader of the organization, responsible for providing strategic direction, operational oversight, and organizational leadership. Reporting to the Board of Directors, the ED ensures effective delivery of programs and services, while upholding the organization's commitments as a diversity-led private charity.

The ED will lead the organization through its growth and transition to charitable status, ensuring financial sustainability, operational excellence, and community accountability, while amplifying Indigenous, Differently-Abled, and 2SLGBTQIA+ voices in the national landscape.

Compensation and Benefits

Salary for this position is \$65,000 - \$85,000 per year, negotiable and commensurate with experience.

A comprehensive benefits package is extended to this role including individual medical, dental, vision, and other benefits. Family or couple plans are available; the employee is responsible for the incremental difference between the individual plan and multi-coverage plans, which is deducted from the employee's pay.

Key Areas of Responsibilities

Governance & Strategic Alignment

- Collaborate with the Board of Directors to refine and execute the organization's vision, mission, and strategic priorities.

- Provide informed advice, analysis, and recommendations to the Board on policy, strategy, and program opportunities.
- Translate the Board's strategic direction into actionable operational plans, measurable objectives, and community-driven outcomes.
- Maintain proactive alignment with the Board, particularly during the first year. The Board must be kept informed of any intended or actual material changes, including shifts in strategy, charitable-purpose alignment, significant spending decisions, new initiatives, major partnerships, and funding applications.
- In the early stage, significant new initiatives or strategy changes should be brought forward as a proposal for Board review before substantial time is invested, to protect compliance, credibility, and fundraising effectiveness.

Branding and Communications Leadership

- Lead development of a brand strategy and initial branding foundations once charitable registration is confirmed and the final operating name is established, including positioning, organizational voice, and practical rollout priorities.
- Ensure public-facing communications and stakeholder engagement align with charitable compliance requirements, funder expectations, and the organization's broader ecosystem and governance context.

Operational and Program Leadership

- Lead the implementation, management, and evaluation of programs that address the root causes of social and economic inequities, not just their symptoms.
- Strengthen long-term community capacity by targeting systemic barriers such as poverty, discrimination, employment inequities, education gaps, and social exclusion.
- Build upon and coordinate with existing service providers, avoiding duplication by filling gaps in the social support ecosystem.
- Direct the implementation, management, reporting, and completion of REGAL Spark, including maintaining strong relationships with current funders through dependable delivery, timely reporting, and clear outcomes.
- Recruit, supervise, and support staff, contractors, and volunteers, fostering a culture of safety, accountability, and respect.
- In the early stages, the ED will be expected to be hands-on in program delivery and operational execution. As additional initiatives are funded, proposals will typically budget dedicated project management positions for distinct projects. As project managers and staff are hired, the ED role is expected to transition increasingly toward governance, public representation, partnership leadership, organizational management, and oversight across initiatives.

Financial Stewardship

- Develop and manage annual budgets in collaboration with the Board.
- Ensure transparent, accountable financial practices aligned with CRA requirements for charitable organizations.
- Lead fundraising, grant development, and partnership-building across government, philanthropic, and corporate sectors.
- Maintain a capacity-first delivery approach; core program delivery and funder accountability are expected to remain internal. Specialized professional services may be engaged when appropriate (for example, legal, audit, specialized facilitation, or technical expertise), but the organization will avoid models where the majority of project work is subcontracted.

Community & Stakeholder Engagement

- Serve as the organization's primary spokesperson, representing Indigenous and 2SLGBTQIA+ leadership in national and regional conversations.
- Build and maintain strong, trust-based relationships with community members, partners, funders, and governments.
- Advocate for systemic and intersectional solutions that reduce inequities at their source, advancing both Indigenous self-determination and 2SLGBTQIA+ rights.
- Ensure organizational sustainability by meticulously recording relationships and engagements in a central repository, supporting accountability and enabling effective knowledge transfer when leadership transitions occur.

First-Year Success Profile

The first year of this role is designed to establish credibility, stability, and funder confidence, while building the foundation for long-term program growth. Success in the first 12 months will typically include the following:

REGAL Spark delivery and funder confidence

- Deliver the remainder of REGAL Spark effectively, including timely reporting, clear outcomes, and strong relationship management with funders and partners.
- Establish a reliable rhythm for funder communications and reporting that reinforces organizational credibility.

Fundraising pipeline and next-phase continuity

- Build and manage a fundraising plan that supports continuity of programming beyond the current funding period.

- Develop a grant and partnership pipeline with well-scoped proposals that are realistic, deliverable, and aligned with charitable compliance requirements.
- Demonstrate progress through concrete outputs such as funder meetings, draft proposals, submissions, and a maintained prospect list, recognizing that funding decisions are not fully within the organization's control.

Governance discipline and predictable board alignment

- Establish a consistent cadence of board reporting and decision-making (for example, monthly reporting and pre-review of major initiatives and funding applications).
- Ensure material strategy shifts, new initiatives, and major proposals are pressure-tested early for feasibility, compliance, and funder readiness.

Foundational brand and external positioning

- Once charitable registration and operating name are confirmed, lead early brand strategy foundations (positioning, voice, and rollout priorities) and support public-facing communications that align with charitable purpose, governance expectations, and funder requirements.

Capacity-building and role sustainability

- Build internal systems, documentation, and delivery structures that reduce organizational fragility and avoid overreliance on a single role.
- Contribute to a resourcing plan that supports sustainability as new projects and project managers are added over time.

Qualifications

Education & Experience

- Minimum 7–10 years of progressively responsible leadership experience in non-profit, charitable, Indigenous, or 2SLGBTQIA+ community organizations, or equivalent experience.
- Proven track record in executive or senior management, with responsibility for operations, staff, and budgets.
- Demonstrated experience in program design and delivery that targets systemic inequities, not just the symptoms, particularly in rural, remote, and/or Indigenous communities.
- Successful history of fund development, including grants, government funding, philanthropy, and corporate partnerships.
- Familiarity with Canada Revenue Agency (CRA) charitable compliance requirements, including reporting, governance, and financial oversight.
- Experience working within an Indigenous governance framework and/or with 2SLGBTQIA+ communities; lived experience considered a strong asset.

Skills & Attributes

- Strong leadership abilities, with a collaborative style rooted in respect, cultural humility, and accountability; demonstrates humility by valuing community or individual experiential knowledge equally with formal education or professional titles and does not hold credentials in superiority to lived experience.
- Exceptional communication and relationship-building skills, with demonstrated ability to engage across governments, funders, Indigenous leadership, and equity-deserving communities.
- Deep understanding of systemic inequities (social, economic, cultural) and the ability to design interventions that address root causes rather than symptoms.
- Commitment to intersectional approaches, centring Indigenous and 2SLGBTQIA+ rights, reconciliation, equity, and inclusion.
- Proven skills in financial management, budgeting, and resource stewardship.
- Adaptability, resilience, and capacity to lead in a fast-changing, resource-constrained environment.

Working Conditions and Time Management

- This is a senior leadership role and is generally treated as overtime-exempt under Ontario employment standards (management/executive role expectations). A minimum of 40 hours per week is typically required to fulfill the responsibilities of this position, and some evening or weekend work may be necessary for travel, community engagement, Board meetings, and public events.
- To support sustainability and long-term success, TWS/TWF permits time banking up to a maximum of two (2) weeks, in addition to vacation and sick time accruals, subject to operational needs and advance scheduling with the Board/Board Chair as appropriate.
- Paid time off accruals do not roll over year to year, although carryover may be negotiated in specific circumstances.
- Workload expectations will be managed through prioritization, clear deliverables, and resourcing plans as the organization grows. Where new initiatives are proposed, the expectation is that scope, staffing, timelines, and funder obligations are confirmed early to reduce overextension and to maintain consistent delivery.

Outside Obligations, Conflicts of Interest, and Use of Paid Time

- Because this is a senior leadership position, transparency regarding outside obligations is required to ensure role sustainability, avoid misunderstandings, and protect charitable compliance and funder confidence.
- Prior to finalizing an Employment Agreement, the successful candidate will disclose any ongoing outside roles, board seats, consulting arrangements, contract work, or other

recurring obligations that could impact availability, including any seasonal or periodic time demands. The ED and Board will discuss time commitments, potential conflicts of interest (actual or perceived), and whether any overlap is appropriate to integrate into the paid role versus remaining separate.

- Paid time for TWS/TWF must be spent on TWS/TWF work and deliverables. Work performed for other organizations must not be billed to, or treated as, work time for TWS/TWF unless explicitly approved and documented in advance by the Board.
- Any actual or potential conflicts of interest must be disclosed promptly and managed in accordance with Board direction and applicable policies.