

## **Executive Director - WLUSP**

### **Job Description and Priorities**

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**Position:** Executive Director – Wilfrid Laurier University Student Publications

**Type:** Full-time, Permanent

**Reports to:** WLUSP Board of Directors

**Hours:** 35 hours per week

#### **GENERAL FUNCTION:**

Wilfrid Laurier University Student Publications is looking for a new Executive Director who can lead our volunteer-based campus media organization. Successful applicants will be able to work with and for students and staff to deliver our 7 print publications, web radio station, and student polling group as well as support advertising, human resources, and finance on both our Waterloo and Brantford campuses.

The Executive Director is responsible for all business aspects of the organization including financial oversight, policy enforcement, training, strategic planning and implementation, contract negotiation and any number of other issues that can come up on a daily or annual basis. The ED will also be the Publisher of *The Community Edition* newspaper and *WLU'er* student planner and handbook, and act as an advisor for publication content and strategic goals as well as assisting in planning fundraising events for *The Community Edition*.

This is a role for someone who has refined leadership skills, can work in a fast paced environment, and is prepared to work with a dedicated team of people. The person who will succeed in this role will love to motivate others to create great things out of chaos.

#### **DUTIES AND RESPONSIBILITIES:**

- Ensure office is properly maintained and functional for daily operations
- Oversee administrative staff, including the Human Resources Manager, Advertising Manager, Editor-in-Chief of *The Community Edition*, Web Director, and Finance Manager positions
- Ensure governmental and legal compliance in all operations of WLUSP
- Monitor cash flow and advise the President and board accordingly
- Help develop annual budget and present for approval to the board of directors

- Work with the President and Finance Manager to compile overall budget, and to ensure budgetary compliance
- Develop and implement regular business plans
- Seek new revenue sources, such as grants, to support WLUSP operations
- Seek new and innovative ways to expand WLUSP influence in the community
- Must work with the President in hiring and firing full-time staff in accordance with the law and with WLUSP policies
- Experience in procurement of supplies, resources and assets, relationship building and volunteer support
- Act as a resource and support for all media departments
- Assist in the development of training programs for WLUSP volunteers
- Deliver upon or ensure progress towards the strategic goals as set out in the strategic plans produced and approved by the Executive Director, President and the Board of Directors.
- Publisher for *The Community Edition* newspaper
- Publisher for *The WLU'er* annual student handbook and planner
- Assist in the planning and execution of Steel Rails, the Community Edition's annual fundraiser, in coordination with the Editor-in-Chief, or other similar fundraising events
- Act as an institutional resource for volunteers and staff during key transition and turnover times, such as April/May and September
- Negotiate WLUSP's Operating Procedures Agreement (OPA) with Wilfrid Laurier University
- Build and maintain relationships with other full-time, permanent staff and administration at Wilfrid Laurier University in all departments, as well as with student groups such as the Graduate Students' Association, the Laurier Students' Public Interest Research Group, the Equity, Diversity and Inclusion Office, the WLU Students' Union, etc.
- Work alongside Pegasus to coordinate graduation photos and composites for Spring graduation
- The Executive Director MUST be able to answer to and support a student-aged President and Board and support staff in their roles in a high turnover environment.
- The Executive Director must be open to working remotely and in the office, attending and hosting daily staff meetings alongside the President in-person and communicating regularly with staff and volunteers over Microsoft Teams.

#### **QUALIFICATIONS:**

- Experience as a business manager
- Knowledge of print, radio and online media

- Ability to foster a healthy learning environment for student volunteers
- Capable of managing both volunteers and paid staff
- Organized and capable of utilizing various types of filing systems
- Familiarity with financial reporting
- Computer literacy, including basic trouble-shooting and a working knowledge of Microsoft Office programs
- Familiarity with not-for-profit management, governance and legislation
- Experience with event planning

**Ideally, successful applicants will also have the following:**

- Knowledge of editing and graphic design software such as Adobe Creative Suite.
- Some experience in some or all of print, web, and radio production
- Full drivers license
- Knowledge of website development and or design
- Some experience with fundraising including events or grant writing
- Familiarity with best social media practices
- Familiarity with news gathering and publishing
- Familiarity with campus media
- Familiarity with Wilfrid Laurier University
- Familiarity with Waterloo and / or Brantford communities

**SALARY RANGE:** \$45,000 – \$58,000

Benefits and 2 weeks vacation included.

Candidate interviews will begin the week of **September 16th**.

**HOW TO APPLY:**

Applications are due by **5:00 pm, Friday, September 13th, 2024**.

If interested please send a cover letter and resume to [president@wlusp.com](mailto:president@wlusp.com) with the subject line: "Executive Director Application".

**ACCESSIBILITY DISCLAIMER:**

WLUSP is committed to preserving an inclusive and barrier-free work environment. As an organization, we respect and uphold the requirements set forth under the *Accessibility for Ontarians with Disabilities Act* (2005). We welcome and encourage applications from people of all

abilities. Unfortunately, our offices contain inaccessible infrastructure such as stairs; however, accommodations will be made whenever reasonably possible. Accommodations are available upon request for all applicants. Please email [hr@wlusp.com](mailto:hr@wlusp.com) if you require accommodations during the hiring process.