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OPPORTUNITY PROFILE

Executive Director



About Calgary Learns

Calgary Learns is a Granting Council within the Province's Community Adult Learning Program (CALP). Through responsive grants, professional development opportunities, and advocacy, we collaborate with nonprofits to make high-quality foundational learning opportunities accessible to adult Calgarians. Our programming is non-credit, and it reaches adult Calgarians who are often navigating low income alongside their foundational learning needs.

At this stage in their evolution, they are looking for an exceptional leader to take the organization forward.

To learn more about Calgary Learns, visit calgarylearns.com

The Role: Executive Director

Reporting to the Board of Directors, the Executive Director (ED) provides visionary leadership, strategic direction, and operational excellence to advance Calgary Learns' mission to strengthen foundational learning for adults and create pathways to opportunity for adult learners. This is a unique opportunity to lead a respected community organization that helps individuals build the skills, confidence, and knowledge needed to participate fully in work, learning, and community life.

Leading a small, skilled, and dedicated team, the ED fosters a culture of collaboration and accountability while empowering staff to do their best work. The ED provides mentorship and clear direction.

As the organization's Chief Executive, the ED works at the intersection of community impact, partnership development, and policy. Collaborating with grant recipients, government representatives, community organizations, funders, and provincial stakeholders, the ED champions adult learning, fosters innovation, and strengthens a network of services that positively transform lives. Through strategic leadership, relationship-building, and advocacy, the ED helps shape the future of adult learning in Calgary and across Alberta while ensuring the long-term sustainability and success of Calgary Learns.



Why this Role Matters

One in five adult Canadians struggle with reading, writing, numeracy, and digital problem-solving skills. These are the very skills adults need for daily life tasks, learning, and work. Calgary Learns exists to ensure that these adults are not left behind.

Calgary Learns' impact is a multiplier. As a granting council rather than a direct service provider, every dollar granted and every hour of advocacy flows through to strengthen the non-profits, practitioners, and adult learners across Calgary's foundational learning system giving adults who have missed out a new way to reconnect and regain their place in community and work.

Key Accountabilities

Strategic Leadership and Stakeholder Relations

- Champion Calgary Learns' vision, mission and values- internally and in the community
- Lead the implementation of Calgary Learns' strategic plan
- Build and maintain collaborative relationships with funders, government representatives, community partners, and provincial adult learning organizations
- Stay ahead of evolving needs in adult foundational learning
- Advocate for adult foundational learning and support collaborative approaches to community learning needs
- Extend Calgary Learns' reach as a multiplier for community impact strengthening the broader non-profit and adult learning sector through partnership rather than direct service delivery

Governance and Board Relations

- Collaborate with the Board of Directors to advance the organization's mission, vision, and strategic priorities
- Support effective governance practices and Board committee activities
- Provide timely and accurate information, recommendations, and reports to enable informed Board decision-making
- Keep the Board confidently informed through thorough, succinct reporting on policy developments and grant program performance



Financial Management and Sustainability

- Steward Calgary Learns' financial resources with integrity
- Lead organizational financial planning, budgeting, forecasting, and reporting
- Ensure full compliance with government contracts, legislation, and the CALP Policy Manual
- Administer single and multi-year grant agreements with rigor, including monitoring grantee compliance and recovering funds where agreed terms are not met
- Prepare and present annual budgets, financial reports, and funding submissions
- Pursue and develop funding opportunities and revenue sources that support organizational sustainability

Operations and People Leadership

- Lead, hire, supervise and develop a skilled and engaged workforce
- Translate Board-approved strategic and operating plans into action
- Oversee the effective and efficient operation of the organization

The Person

You are a collaborative and strategic leader with a passion for lifelong learning, community impact, and equitable access to learning. You excel at building relationships, navigating complex environments, and turning vision into action. An effective communicator and trusted partner, you inspire collaboration, foster innovation, and lead with integrity, accountability, and empathy. You meet people where they are, showing up in the community, building relationships with genuine empathy, and staying open to new needs, new programs, and pilot approaches.

Qualifications & Experience

- Bachelor's degree in Business Administration, Adult Education, Non-Profit Management, or a related field; a master's degree is considered an asset
- 7–10 years of progressive senior leadership experience, including responsibility for significant budgets and organizational operations
- Experience in delivering adult learning opportunities is considered an asset
- Demonstrated success in strategic planning, financial stewardship, organizational development, and community engagement

- Strong understanding of government relations, public policy, and the non-profit sector
- Experience working with diverse communities, including Indigenous and culturally diverse populations, with a commitment to equity, inclusion, and reconciliation
- Excellent written, verbal, presentation, and stakeholder engagement skills
- Experience leading change, managing risk, building partnerships, and fostering high-performing teams
- A collaborative leadership style that motivates and supports staff and partners in achieving shared goals

Express Your Interest

Email a convincing cover letter and a tailored resume to Shalini Bhatti or Chelsey Howarth at apply@leadersinternational.com, including the job title in the subject line of the email.

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www.leadersinternational.com