

Executive Director Axis Connects - Calgary



Organization Profile

Axis Connects (Axis) is a non-profit organization focused on changing leadership. From the c-suite to the boardroom, we support and accelerate the advancement and recognition of gender diversity throughout our business community.

We believe that gender diversity at the leadership table matters. Through Axis Connects' programs, workshops, networks, and events, we support women in their journey toward leadership positions and professional potential. Axis also recognizes and celebrates female leaders through the Calgary Influential Women in Business Awards Gala each year.

Axis is dedicated to serving our community. Diverse in background, outlook and life experience, our team addresses important issues with passion and creativity. A culture of collaboration and innovation provides a thriving and successful environment for all. Together, we are committed to increasing gender-diverse representation in leadership.

We are seeking an energetic and innovative leader with a passion for changing the landscape of corporate leadership in Calgary. Reporting to the CEO, the Executive Director will support Axis Connects' mission to connect, collaborate and champion the incredible movement to advance women in business in Calgary by leading initiatives to grow and expand the business, partnerships and corporate strategy.

Key Responsibilities

The Executive Director is a key interface with our broad range of stakeholders, including sponsors, corporate leaders, network partners, Selection and Advisory Committee, Board of Directors, Calgary Influential Women in Business Award winners, government, Axis Connects membership and the broader business community. This role also leads initiatives to provide professional development resources, workshops and summits to our membership community. This executive will lead initiatives to grow and expand the business and work closely with the CEO and Board of Directors to set and execute the corporate strategy.

We are a small, dynamic and empowering nonprofit organization that requires an individual with an entrepreneurial spirit. The ideal candidate is a strategic thinker, strong networker, exceptional writer, self-starter, highly motivated, takes initiative and can execute plans, campaigns and opportunities. Key responsibilities include:

- Lead a small team including a Director of Programs & Partnership and various contractors; potential for team growth over time
- Lead the organization's sponsorship and revenue growth strategy by advancing key corporate partnerships.
- Support the CEO in preparing agendas and materials for the Board of Directors meetings, including participation in committee meetings and ongoing strategy meetings



- Work closely with the CEO to set and execute the strategic direction of Axis Connects, including program expansion and strategic partnerships
- Work closely with the Executive Director of Board Ready Women (BRW) to plan and execute strategic joint initiatives (Axis and BRW)
- Act as a key liaison with our broad network of sponsors and our Selection and Advisory Committee members
- Develop and execute a thought leadership and public relations strategy focused on gender diversity and the professional advancement of women, including tracking and commenting on research and trends, writing editorials, participating in and contributing to insights, podcasts, policy development, etc.
- Develop and execute a strategic communications plan, including social media, digital and media relations activities; work closely with the Axis team and Public Relations partner to execute the plan through social media, print media, newsletters, and updates to the Board of Directors, Selection and Advisory Committee and corporate sponsors
- Work closely with the Director of Programs and Partnerships to oversee the entirety of the annual Calgary Influential Women in Business (CIWB) awards from launch, nomination promotion and collection, sponsorship promotion and growth, event planning, winner selection process and the marketing and event promotion leading up to the annual gala
- Oversee the planning, promotion and execution of programs and events including professional development and networking events and the annual Leadership Forum
- Develop and create regular reports on key performance indicators (KPIs) regularly to track progress
- Manage annual surveys and focus groups, including developing questionnaires, leading group sessions, and creating final

Other Duties and Responsibilities:

- Create and maintain process documentation for key business processes
- Perform other related duties and departmental coverage as assigned
- Participate in regularly scheduled meetings
- Attend and represent organization at meetings with community stakeholders

THE EXPERIENCE YOU BRING:

Minimum Qualifications:

- A belief in our mission!
- Bachelor's degree required; Studies in business, communications, public policy, or a related field
- Minimum 8+ years of relevant work experience
- Strong project and time management skills, and the ability to work independently
- Excellent communication (oral and written), interpersonal skills, and experience leading small teams and working with corporate executive stakeholders
- Not-for profit leadership and/or fundraising experience is an asset



Preferred Qualifications:

- Strong strategic thinking, analytical, exceptional writing, decision-making skills and creative problem-solving
- A self-starter able to administer several open, ongoing assignments at any one time, where some assignments are routinely unstructured, requiring autonomy and independent judgment
- Proven organizational and time management skills, with an ability to manage multiple projects and priorities effectively to meet deadlines
- Experience working with Boards of Directors
- Ability to demonstrate flexibility, creative problem-solving skills and initiative in adapting quickly to a fast-paced environment
- Experience working in a non-profit agency is advantageous
- Enjoy public speaking

Equal Employment Opportunity

Axis Connects is an equal opportunity employer and all employees are entitled to a professional work environment, free of discrimination and harassment. We honour inclusivity, diversity of thought and curiosity. If you are inspired by what you've read, we encourage you to apply by submitting your:

- Cover letter and resume
- Social media handles
- Salary expectations

We look forward to hearing from you!

We can be reached at hello@axisconnects.com.