

Chief Executive Officer



Position Specification
2025

The Organization

The King's Trust Group is a global network of charities, active in 25 countries, both within the Commonwealth and beyond, committed to supporting young people, by empowering them to build skills for a brighter future. The worldwide King's Trust network is deeply established in the communities it serves, making a long-lasting impact that has stood the test of time.

Launched in Canada in 2011 by His Majesty King Charles III, The King's Trust Canada (hereafter 'TKTC') joined The King's Trust Group in 2018. TKTC collaborates with leading Canadian employers, community partners, and educational institutions to advance their mission of helping 100,000 young people increase their employability. With the King's vision as the inspiration and the United Nations Sustainable Development Goals (SDGs) as the guide, TKTC has a sharp focus on providing programs to enhance the skills and employability of the country's young people facing barriers. As such, TKTC plays an integral role in strengthening Canada's workforce, promoting equity and fostering sustainable economic growth. TKTC's free, accessible, and fun programs are designed to teach young people the professional skills employers seek, such as critical thinking, resilience, communication, time management, and adaptability. Together with their growing community of partners, they offer the following youth employment programs: Skills Academy, 360, and the Network.

Skills Academy

Skills Academy is a free and engaging program designed to equip young people with the essential skills employers are seeking. With the job market more competitive than ever, many employers highlight a gap in critical professional skills like communication, teamwork, and problem-solving among candidates.

This free, fun and flexible program teaches young people ages 16 to 30, sought-after professional skills that will help them stand out to employers, land a job and excel in the workplace including core skills training, personal development, accessible in person and online learning, and micro-credentials. By participating in Skills Academy, young people can reduce their learning curve and increase their chances of success in the workplace. Skills Academy not only benefits participants but also addresses the needs of employers for a skilled, and work-ready workforce.

360: Youth Employment

This innovative, two-year programme gives its participants at least eleven months of meaningful work experience with a top Canadian employer-partner of KTC. Young people are paid for their work at entry-level jobs and in addition, they received mentorship, professional development, and networking opportunities throughout the programme. In exchange, employers get new employees who bring value-added skills enhanced by KTC coaching, and they are able to access new hires from beyond traditional recruitment processes.

The Network

The Network provides free and fun monthly events where young people, ages 16 to 30, learn the fundamentals of networking, meet new friends and make valuable career connections.

In a safe and enjoyable environment, young people practice their newly acquired networking skills with established professionals who join The Network to offer practical career advice and mentorship through engaging panels, speed networking sessions, and other interactive activities.

TKTC has helped over 10,000 young People with more than 250 partner organizations employing hundreds of youth, and supported by volunteers and a national youth council.

TKTC's head office is located on the traditional territory of the Haudenosaunee Confederacy, the Wendat First Nation, and the Mississaugas of the Credit First Nation, who are part of the Anishinaabe Nation. We are committed to acting in support of the recommendations outlined by the Truth and Reconciliation Commission, and in support of the healing and reconciliation so necessary for our country to become stronger and more inclusive for future generations.

For more information on programs, people, and financials, please consult TKTC's 2023/24 Annual Report at:

<https://www.kingstrust.ca/wp-content/uploads/2024/11/TKT-Reports.pdf>

“For young people, the problem was not merely the lack of opportunity represented by joblessness, but the feeling that they were being left behind. It was clear to me that we should do something to try to make a difference.”

—His Majesty King Charles III, May 2023

The Opportunity



Position:**Chief Executive Officer****Reporting Relationship:****Board of Directors**

Location:**Toronto, ON****Website:****www.kingstrust.ca**

Purpose of Position

The role of the CEO of TKTC represents a distinctive leadership opportunity to lead a dedicated team, work with a sophisticated board and collaborate with an innovative array of partners to drive the vision and mission of the organization. The organization has recently undergone a significant transformation, retooling its programs and initiatives to prioritize youth employment for youth facing barriers. The opportunity to inspire TKTC through this next phase of growth requires an exceptional mix of charisma, relationship skills, passion and leadership experience scaling a national organization dedicated to making a difference for youth across Canada facing barriers to employment.

The next CEO will be an authentic, engaging, and values-driven leader who effectively leads and inspires the team while developing and stewarding external relationships at the highest levels of government, business, and the philanthropic sector. They will inherit a strong team and operational foundation and will focus on securing a sustainable financial model, extending it's impact nationally, and continuing to build on its programmatic impact.

The CEO is the visionary leader, program champion and representative of TKTC both at home and amongst network peers globally. The position reports directly to the Board of Directors and supports the Board in furthering the vision to support youth facing employment barriers across the country. As CEO, they also serve as a member of the King's Trust Group's Senior Leadership / CEO Team, collaborating and engaging with the global network.

Sophisticated relationship skills, proven leadership, the ability to authentically connect with youth and senior government officials, corporate leaders and well recognized global leaders are all imperative requirements for success in the role. Both a cheerleader and a champion of the work, the next CEO will naturally earn trust with multiple diverse interests and will effortlessly adapt to a cross section of populations, protocols, and cultures. Demonstrating humility, collaboration and agility in their work with key stakeholders, the CEO will have exceptional EQ skills and be motivated by a genuine passion for the mission.

This position oversees a current budget of \$5 million, the management of operations, human resources, fund development, programming, communications and external relationship cultivation.

To this end, the role requires balancing both external and internal responsibilities at all times. Furthermore, the CEO provides coaching and inspiration to the entire team, including five direct reports, with 25 employees in total. The role requires the ability to travel across Canada and occasionally internationally.

Key Responsibilities

The CEO's top priorities will entail fund development, facilitating partnerships, being an effective brand ambassador, leading a dedicated team, providing program oversight, and strategic governance.

Fund Development

- Oversee development and accomplishment of multi-year revenue strategies, budgets and plans.
- Demonstrate leadership in the creation of a culture of philanthropy, including personally cultivating prospects and stewarding donors and revenue partners.
- Support development of the team, tools, policies and resources to ensure attainment and effective stewardship of donors and revenue partners.
- Provide executive leadership and enablement to the fundraising efforts of The King's Trust Group on behalf of all member entities, ensuring a high level of strategic review and stewardship of donors and prospects.

Partnership, Stakeholder Development & Brand Ambassadorship

- Develop and steward relationships, alliances, coalitions and service-delivery partnerships with external stakeholders in support of TKTC's mission and strategies; ensure relationships are maintained at appropriate levels throughout the organization/s.
- Serve as the lead connector with the viceregal community, ensuring strong connections through regular communication with provincial Lieutenant Governors and Territorial Commissioners and their staffs, and with the Governor General, activating opportunities for involvement with TKTC programming and advisory bodies.
- Oversee marketing and communications plans and initiatives, encompassing brand management, content creation, digital and social media strategy, public relations, government relations, and issues management.
- Represent the organization externally as the ambassadorial 'face', spokesperson for TKTC and advocate for issues impacting the organization and its populations of service.

Team Leadership & Human Resources

- Evaluates optimal organizational structure and staffing requirements to ensure effective operational management and program delivery.
- Coach and mentor a highly engaged team who are dedicated to the mission, support them

in achieving their goals, provide professional development and perform at their best.

- Develops, enhances and implements effective systems of collaboration and communication throughout the organization.
- Fosters a positive, healthy, and safe work environment that supports creativity, initiative, and growth.

Strategic Leadership & Governance

- Coordinate and lead the organization's strategy development and planning processes, ensuring engagement of internal and external stakeholders.
- Lead operational planning and implementation, ensuring annual and long-term plans are developed and integrated, aligned with the organization's strategic plan.
- Nurture a high-performance organization culture through effective hiring, coaching, performance evaluation, recognition, and development opportunities, and personally demonstrating the organization's values.
- Ensure all programs and organization activities incorporate equity, diversity, and inclusion-informed principles and practices.
- Keep abreast of trends, issues, research, and development in the areas relevant to TKTC and its mission and populations of services; integrate such knowledge into the organization.
- Convene and participate in/lead multilateral working groups and task forces as required.

Mission Delivery & Programming

- Oversee development, planning and implementation of mission and strategy-aligned programs and initiatives which deliver excellence and impact for TKTC's populations of service.
- Oversee development and implementation of measurement and evaluation strategies/tools to ensure consistent, accurate and meaningful reporting of program impacts.
- Develop, implement and communicate KPIs/metrics to establish and report upon organization activities, outcomes and impact, internally with staff and Board and externally with stakeholders.
- Focus on proof of concept as they build and scale existing program delivery and infrastructure.

Year One Critical Success Factors

The CEO will be deemed a success if she/he accomplishes the following during the initial year:

- Assesses the current state of fund development activities, collaborates with the Board and staff to prioritize and activate and secure near-term and longer-term fund opportunities.
- Develops a deep understanding of TKTC as an organization, including its strategy, key drivers, culture, and vision for the future to ensure that the budget, program and operational plan are aligned with the strategic plan.
- Quickly gains an appreciation for the international network and local organizational structure that is unique to TKTC.
- Establishes themselves as a valued member of the leadership team, gaining credibility with the Board, management team, internal and external stakeholders.
- Establishes trust and respect with the team; is seen as a leader and developer of talent who keeps the team motivated, engaged and accountable to outcomes.

Position Requirements

The ideal candidate will have a demonstrated track record of building and scaling organizations, including:

- At least ten years of progressive leadership experience in the charitable sector or a mix of related experience, ideally with proven experience as a CEO
- Existing depth of knowledge in or experience with youth facing barriers and employment and education for youth, is preferred but not necessarily a requirement.
- Experience reporting to, and/or serving on Boards (or the equivalent blend of applicable education and experience).
- Extensive experience cultivating productive relationships with multiple stakeholders, including politicians, government officials, donors at all levels, corporate executives, and community groups.
- A dynamic leader who is recognized as a thought leader, a passionate champion and advocate for youth, and who earns respect for their impactful contributions and visionary approach.
- Financial acumen with demonstrated experience managing comparable budgets.
- Cultural competence; demonstrated interest and leadership of an inclusive and diverse team.
- Media savvy, and experience public speaking.

- University level degree in a relevant field.
- Exposure to global, complex charitable or international organizations is desirable.
- Fluency in French is an asset.

Critical Competencies

STRATEGIC VISIONARY EXPERIENCED BUILDING AND SCALING

- A pragmatic visionary who demonstrates the intellectual bandwidth, creativity, and broad knowledge that aligns with TKTC's mission.
- An inspiring leader who effectively develops and communicates a focused strategy and prioritizes objectives for staff in the context of ever-changing external opportunities and potential constraints.
- Balances short term organizational realities and objectives with longer term organizational health and impact.

RELATIONSHIP AND PEOPLE SKILLS

- An individual able to quickly establish trust and connection and cultivate long-term collaboration and partnerships with a wide variety of people and organizations.
- One who invests in team and cultivates a strong cultural glue and shared sense of direction, accountabilities, and common goals.
- Embeds an appreciation for diversity of experience and perspective in all that they do for the organization.

COMMUNICATION SKILLS

- An articulate and compelling communicator who is comfortable leading, speaking and influencing across a diverse array of stakeholders and settings.
- Exudes quiet confidence, calm and approachability.
- Effective with a variety of audiences and at all levels in and out of the organization.

DRIVES RESULTS

- Able to translate bold objectives for youth employment and organizational sustainability into tangible outcomes.

- Not only develops enduring relationships but is able to get deals done, identify mutual interests and secure partnerships, support, and tangible investments.
- Balances oversight of a high-performance culture and identifiable impact with thoughtful attention to people and culture and a commitment to teams, collaboration, and inclusiveness for the long term.

Other Personal and Leadership Attributes

- An effective listener; able to express alternative views with respect.
- Sophisticated social and interpersonal skills; low ego and mature confidence.
- Patient, thoughtful, decisive, tenacious.
- High emotional intelligence; navigates nuanced situations to positive outcomes.
- Creative, innovative, and strong problem-solving skills.

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