

POSITION AVAILABLE

# EXECUTIVE DIRECTOR, UWC NATIONAL COMMITTEE OF CANADA

## FULL-TIME

UWC (United World Colleges) is a global movement that makes education a force to unite people, nations, and cultures for peace and a sustainable future. Each year, UWC Canada selects and supports young people from across the country to attend one of 18 UWC schools worldwide - based on merit, not ability to pay - creating a diverse community of students who go on to make meaningful contributions in Canada and beyond.

We are seeking an Executive Director (ED) to lead this work in Canada. This is an opportunity to guide a national organization with global reach, working at the intersection of education, equity, and international collaboration.

### **Position Summary**

The Executive Director provides both operational and strategic leadership for UWC Canada, ensuring a fair and impactful student selection process while building a strong, engaged national community. The role is highly relational, involving close collaboration with students, families, volunteers, alumni, donors, and partners across the UWC network.

Balancing day-to-day management with longer-term development, the ED strengthens systems, supports people, and advances fundraising and engagement to sustain and grow UWC Canada's impact.

**Reporting to:** UWC Canada Board of Directors and Pearson College UWC Head of School

### **Major Responsibilities**

#### ***Student Recruitment, Selection and Placement***

- Ensure a fair, transparent, and inclusive selection process that reflects Canada's diversity.
- Oversee the full application, selection, and placement cycle, including coordination with committees, UWC schools, and families
- Perform financial assessments and negotiate with UWC schools (particularly Pearson College UWC) to place students according to their needs
- Support students throughout their UWC experience, including orientation, mentorship, and ongoing guidance

### ***Alumni and Community Engagement***

- Maintain and strengthen relationships with alumni, volunteers, donors, and families through effective communication and engagement strategies
- Support volunteer contributions, ensuring strong onboarding, communication, and continuous improvement

### ***Marketing and Fundraising***

- Lead marketing, communications, and fundraising efforts in coordination with Pearson College and relevant committees
- Oversee development of promotional materials, digital presence, and donor communications to support a sustainable funding model

### ***Administration***

- Oversee financial management, budgeting, record-keeping, and organizational compliance with relevant regulations
- Hire and manage support staff when appropriate

### ***General***

- Work with the Board to set strategic direction and priorities, and ensure effective implementation
- Represent UWC Canada nationally and within the global UWC network

### **Education, Skills & Experience**

- Post-secondary education in a relevant field or equivalent experience
- Demonstrated passion for education and youth development
- Experience leading or managing a non-profit organization (preferably in Canada)
- Strong financial management skills, including budgeting, reporting, and compliance
- Proven track record in fundraising, grant writing, and donor engagement
- Experience managing and supporting staff and volunteers
- Expertise with CRM systems (e.g., Keela), fundraising platforms and digital communications tools
- Excellent written and verbal communication skills, including public speaking
- Familiarity with UWC is an asset
- Ability to work a flexible schedule

We recognize the breadth of this role and may consider structuring responsibilities across more than one hire. We welcome candidates with strong expertise in key areas of the position.

### **Compensation & Organization**

This is a full-time (35 hours/week) position, with a target start date of August 2026 (earlier if possible). The role is a secondment from Pearson College UWC, located in Metchosin, BC (40 minutes from downtown Victoria). Work can be from anywhere in BC, but Victoria is preferred.



Salary range: **\$65,000 – \$97,000** per year, plus a comprehensive benefits package including four weeks' vacation, additional paid time during Winter Break, extended health and dental coverage, RRSP matching, and an on-site meal program if on Pearson College campus (taxable benefit).

Applications will be reviewed on a rolling basis until the position is filled. Only candidates selected for interview will be contacted. Applicants must be eligible to work in Canada and pass a criminal record check.

To apply, please send your résumé and cover letter to **[chair@ca.uwc.org](mailto:chair@ca.uwc.org)**.

*UWC Canada and Pearson College UWC are committed to anti-racism, diversity, equity, and inclusion. We seek individuals who will work respectfully across differences and contribute to an inclusive and equitable environment.*

*We encourage applications from individuals belonging to equity-deserving groups, including Indigenous peoples, LGBTQ+ individuals, women, and those with diverse backgrounds and experiences.*