

Job Description

Executive Director, BC Scholarship Society

The Executive Director leads the BC Scholarship Society in expanding access to post-secondary education for students across British Columbia. The role builds the organization, partnerships and programs needed to increase the Society's reach and impact over time.

As the Society's first permanent employee, you will lead a pivotal period of transition and growth, establishing the people, systems, partnerships, and practices needed to support the Society's long-term success while ensuring the seamless delivery of scholarship programs that change lives.

Working closely with the Board of Directors, the Executive Director will translate vision into action, building organizational capacity, strengthening programs, fostering strategic partnerships, and identifying opportunities to increase the Society's reach and impact.

Key Accountabilities

Organizational Leadership

- Leads the development of the Society's operational infrastructure, including policies, processes, systems, and internal controls necessary to support an independent and sustainable organization.
- Lead the transition of responsibilities from the current service provider and establish the Society's independent operating environment.
- Build the systems, processes, and organizational infrastructure required to support effective and sustainable operations.
- Recruit, lead, and develop staff while fostering a positive, accountable, and high-performing workplace culture.
- Establishes and fosters a positive, inclusive, and high-performing organizational culture aligned with the Society's mission and values.
- Oversee contracted service providers and ensure high-quality service delivery.

Governance and Strategy

- Serve as the primary advisor to the Board and its committees on strategic, operational, financial, and organizational matters.
- Prepare analysis, recommendations, reports, and briefing materials to support Board decision-making.
- Support strategic planning and lead implementation of Board-approved priorities.
- Provide governance and secretariat support to the Board and its committees, including assistance in onboarding of new Board members.

Scholarship Programs

- Lead the delivery and continuous improvement of scholarship, award, and bursary programs.
- Develop recommendations regarding program design, eligibility criteria, adjudication processes, and program effectiveness.
- Develop and monitor performance measures to assess organizational effectiveness, program impact, and progress toward strategic goals.
- Implement significant program changes approved by the Board.

Partnerships and External Relations

- Build and maintain relationships with government, post-secondary institutions, donors, and sector partners.
- Advance respectful and meaningful relationships with Indigenous Peoples and organizations, supporting opportunities that improve access to post-secondary education for Indigenous learners.
- Represent and promote the Society at meetings, events, and stakeholder engagements.
- Identify opportunities to increase the Society's reach, profile, and influence across British Columbia.

Fund Development and Community Engagement

- Oversee the Society's communications and public engagement activities to increase awareness, strengthen stakeholder confidence, and promote scholarship opportunities.
- Develop opportunities to diversify funding and strengthen donor engagement.
- Lead fundraising and partnership initiatives approved by the Board.
- Advance opportunities to engage scholarship recipients through alumni, mentorship, ambassador, and community-building initiatives.

Financial Stewardship and Risk Management

- Lead budgeting, financial reporting, audit activities, and financial planning.
- Work with the Society's investment manager and Board committees to support informed scholarship disbursement decisions.
- Monitor organizational risks and implement appropriate mitigation strategies.
- Identify, assess, and manage organizational, financial, operational, and reputational risks, and implements appropriate mitigation strategies.

Compliance and Accountability

- Ensure compliance with legislation and regulatory requirements governing societies, charities, employment, and privacy.
- Report regularly to the Board on organizational performance, financial results, risks, and program outcomes.

Requirements

- A degree in public administration, business administration, education, law, social sciences, or a related field. An equivalent combination of education and experience may be considered.

- Five years of demonstrated senior leadership experience with responsibility for strategy, operations, governance, financial management, and organizational performance.
- Experience working effectively with a Board of Directors or comparable governing body.
- Experience leading complex programs, services, or organizational initiatives.
- Experience leading people, managing change, and building organizational capacity.
- Experience developing and maintaining productive relationships with diverse stakeholders and partners.
- Demonstrated financial acumen, including experience overseeing budgets, interpreting financial information, managing organizational resources, and supporting long-term financial sustainability.
- Strong analytical, communication, and writing skills.

Preferred Experience

- Establishing or scaling an organization, team, or function, including developing operating models, business processes, policies, and organizational infrastructure.
- Working in the charitable, education, public, or broader social-impact sector, particularly in organizations governed by a Board of Directors.
- Designing, administering, or overseeing scholarship, bursary, grant, award, or adjudication programs.
- Developing and implementing fundraising, donor relations, sponsorship, or revenue diversification initiatives.
- Working with post-secondary institutions, education agencies, or student-focused programs in British Columbia.
- Building relationships and partnerships with Indigenous Peoples, organizations, or governments.
- Overseeing endowments, investment portfolios, trust funds, or other charitable assets, including working with investment managers and governing boards.

Working for the BC Scholarship Society

The BC Scholarship Society is a registered charity dedicated to helping students overcome financial barriers to post-secondary education.

Each year, the Society invests millions of dollars in scholarships and awards that recognize achievement, support potential, and expand access to educational opportunities across British Columbia.

As Executive Director, you will have a unique opportunity to shape the future of the organization while helping thousands of students pursue their educational goals. Your leadership will help build a strong foundation for lasting impact across the province.

Competencies

Strategic Leadership: Provides clear direction and translates vision into action. Builds the capacity, systems, and partnerships needed to maximize the Society's long-term impact.

Student-Centred Impact: Champions opportunities that help students access and succeed in post-secondary education. Focuses on achieving meaningful and measurable outcomes for learners across B.C.

Partnership Building: Develops trusted relationships with donors, government, educational institutions, Indigenous communities, and other stakeholders.

Integrity and Stewardship: Acts with transparency, accountability, and sound judgment. Ensures the responsible management of funds, resources, and relationships.

Results Orientation: Achieves outcomes through a balance of strategic thinking and practical execution. Takes ownership, adapts to changing circumstances, and delivers on commitments.