



Director of Education and Strategy

Location: Remote

Application Deadline: April 5, 2024

Remuneration: Annual Salary \$65,000 - \$75,000

Commitment: Full-time 37.5 hours per week

Anticipated Start Date: May 1, 2024 (which can be adjusted if needed)

About ODLAN

[ODLAN](#) is a non-profit organization that works to remove the digital literacy and access barriers 2SLGBTQIA+ organizations and community members face in Canada. We do this by hosting a resource hub, creating educational materials, offering digital inclusion coaching, and conducting original research.

Job Overview

The Director of Education and Strategy is a critical partner to the executive director and the leadership team to drive ODLAN's mission and mandate.

This role is responsible for leading ODLAN's current and future strategic and operational initiatives. ODLAN's current work is focused on the developing educational research, programs, and resources. The successful candidate will manage and scale ODLAN's capabilities through our Network, educational resource hub, and operations to support our strategic growth.

Responsibilities

Educational Development, Knowledge Mobilization, and Outreach - 50%

- Collaborate with leadership to establish clear goals and objectives as outlined by funding requirements, and ensure delivery of outcomes within the financial budget permitted
- Lead the development of curriculum and strategy, including identifying strategies to protect ODLAN's intellectual property
- Engage the community to further research and identify digital literacy and access needs in our communities
- Grow ODLAN's open-source library of resources & assets to better serve our communities
- Improve the accessibility of the knowledge from our research & assets through innovative strategies and delivery formats
- Collaborate with the wider network to pursue collaborative educational and resource opportunities

Strategic Growth & Revenue Development - 25%

- Expand ODLAN's strategic sources of revenue by cultivating relationships with community members, organizations, and other stakeholders
- Develop, analyze and evaluate success metrics as outlined by deliverables in project funding requirements
- Develop and implement funding strategies and operations that will sustain ODLAN's continued growth

Operations & Staff Management - 25%

- Overseeing deliverables & staffing against existing and future commitments to funders and clients
- Manage ODLAN's budget, cashflow forecasting, and funding requirements/obligations
- Plan and lead programs that impact ODLAN's overall success, ranging from team development, talent planning, performance, management, recruitment, and culture, including staff, volunteers, and supporting contractors

Qualifications

- Minimum 5 years at the Director level in non-profit management
- Masters Degree or Higher in Education, Policy, and Leadership, with a specialty in digital literacy and citizenship curriculum
- Experience in designing, developing, and implementing curricula related to digital literacy, digital equity, and digital access
- Proven expertise in non-profit fundraising and managing budgets
- Experience in managing multiple teams simultaneously towards complementary and concurrent project outcomes
- Ability to lead teams both independently and collaboratively in a remote work environment
- Deep understanding of and commitment to anti-oppression and anti-racism
- Strong understanding of barriers that 2SLGBTQIA+ folks face in accessing online resources and services, gained through lived experience, formal or informal education, work experience, and/or volunteer experience
- Demonstrated commitment to 2SLGBTQIA+ activism, organizing, and/or community building, broadly conceived. Preference will be given to applicants who've integrated anti-racist, decolonial, disability justice, and/or intergenerational perspectives into this work

Working Conditions

This position is home-based/remote. No relocation will be required or sponsored. ODLAN provides flexible work schedules, allowing staff to determine their own hours, as long as they are available for team meetings and collaborative work sessions, primarily during the US-Eastern timezone. Applicants must have a workspace that protects the privacy of work-related activities, including meetings held via Zoom.

Benefits

Vacation, health insurance, and additional supporting benefits to be negotiated upon contract agreement.

Hiring Process

Selected applicants will be invited for an online interview. Interviews will be scheduled at the discretion of ODLAN. After the interview, we may ask you to provide us with two references. We will inform all applicants about the status of their applications by Mid-May.

ODLAN is dedicated to employment equity and encourages applications from individuals who are 2-Spirit, Indigenous, IndigiQueer, Black, racialized queer and trans people, as well as qualified candidates with disabilities who are neuro-diverse or new to Canada. Self-identification by candidates is voluntary. All candidates must reside in Ontario.

Accommodations

In accordance with the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act, 2005*, accommodation will be provided in all parts of the recruitment process. Please contact secretary@odlan.ca if you require any accommodations.

Instructions

Please send a cover letter and resume by email to the hiring committee at secretary@odlan.ca with the subject "Director of Education and Strategy Application." You're also welcome to contact us with any questions about the position or application process.