RADIUS Associate Director, Labs

- Temporary Full-Time position with SFU; APSA Grade 11
- Contract Dates: ASAP - January 31, 2023

Position Summary

RADIUS is a social innovation and systems change hub based out of the Beedie School of Business at Simon Fraser University, on the unceded and traditional territories of the xwməθkwəy̓əm (Musqueam), sḵwx̱wú7mesh (Squamish), and selílwitulh (Tsleil Waututh) Coast Salish peoples. We believe in an economy that works for everyone—one that is just, inclusive, resilient, and sustainable. We work towards this vision by delivering programs that collaboratively develop, test, and accelerate innovative responses to tough social problems, and by offering educational opportunities that build the collective capacity needed to respond to the challenges of our time.

Because we work to create an economy that truly works for everyone, we strive to center the voices, agency, and choices of communities that are historically, persistently, and systemically marginalized. That means we invest a lot of our hearts and minds in fostering a work space that challenges dominant white supremacist narratives, in embedding justice, healing, equity, diversity, and inclusion in our programming, in welcoming diverse perspectives including the ones that challenge our current ways of doing things, in acknowledging our harmful archives, in activately repairing relationships that were broken, and in operating in a way that honors our organizational **principles**. While this approach cannot guarantee a fully safe space for all, we do hope it sets the foundation for potential new team members who identify as racialized, Indigenous, and LGBTQAI2+ to thrive at RADIUS.

The Associate Director of Labs (ADL) is, first and foremost, a member of the **RADIUS team**, which is composed of leaders with rich and deeply rooted experiences in social change. Your primary focus is on overseeing the RADIUS "Labs": the **Refugee Livelihood Lab**, the **Health Promotion Lab**, the **First Peoples Enterprise Accelerator Program**, and the **Economic Renewal Lab**. Specifically, you are responsible for cultivating a work environment that enables your team and the people participating in their program to flourish. That means holding a space where staff feel like their ways of being are heard and seen, as well as where they have the financial resources and organizational processes in place to sustainably deliver their program.

You are also one of four members of the RADIUS Senior Leadership Team with whom you share decision-making related to organization-wide team care, operations, and financial strategies. This model was selected to challenge the unsustainability of many leadership, decision-making positions. This offers the supportive and caring structure needed for decision-makers to make tough decisions that affect people's livelihood and to deal with systems of oppression currently in place. In other words, you will not be simply plunked at RADIUS, alone to fight for your team and values. You will have a whole team who has your back.

This is a temporary, 18-month position that will allow our current ADL to take care of her growing family. We recognize that this may not represent the stability many hope for. Do know that we are working on developing a succession plan that will allow you to feel like you are not simply "replacing" someone and we are considering ways to financially sustain your involvement in the team if you desire to.

Responsibilities

Note: for the formal job posting and job description, please visit the SFU Careers Page.

These responsibilities and qualifications were drafted in collaboration with current, RADIUS Senior Leadership team members as well as ADL direct reports.

1. **Foster a RADIUS work environment that prioritizes trust, relationality, work-life balance, and that elevates different ways of knowing:**

   a. With the support of the Associate Director of Operations, recruit, select and onboard Lab Managers and other staff positions within lab programs.

   b. Provide ongoing support to team members, e.g., support their professional growth, help problem solve, be a champion for their program, facilitate internal knowledge sharing.

2. **In collaboration with Lab Managers and Co-Directors, co-lead strategic planning, implementation, and evaluation of lab initiatives and RADIUS:**

   a. Create or update strategic plans in a way that supports the potential for each lab to activate systems change (e.g., policy change, educational campaign, geographical expansion).

   b. Identify and participate in decision making related to RADIUS strategic gaps and opportunities.

   c. Support program impact evaluation across multiple systemic levels and in a way that centers equity values.

   d. Ensure alignment in equity-centered curricular and pedagogical approaches across labs and RADIUS.

   e. Oversee the identification and engagement of key initial partners.

   f. Provide insight in the determination of cohort recruitment channels, initial budget development, staffing plan, learning and evaluation plan, and brand and communications.

3. **Manage program budgets and resource allocation for lab programs:**

   a. Forecast, maintain, and update financial plans that creatively support program strategic plans and team needs.

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4. **In collaboration with the Strategic Partnerships Consultant, co-lead fundraising efforts for all labs:**

    a. Identify funding opportunities that align with RADIUS values.

    b. Articulate lab activities to potential and existing funders in a way that honors the lab's values while also recognizing the funder's objectives.

    c. Build and maintain relationships with funders.

    d. Oversee donor reporting activities.

5. **Contribute to RADIUS communications and thought leadership:**

    a. Work closely with the communications team to present at and participate in conferences and produce blogs, field guides, webinars, and other knowledge products.

    b. Ensure key internal stakeholders at Beedie/SFU, including senior leaders and relevant academics, remain well apprised of RADIUS lab activities and outcomes.

6. **Participate in the RADIUS Senior Leadership team in a way that models RADIUS principles**:

    a. Set organizational strategy.

    b. Build integrated annual budgeting processes.

    c. Support other leadership functions including important staffing, communications, and operations decisions.

Desired Skills, Qualifications, and Perspectives

- **Leadership, supervision, coaching, and mentorship skills that embody Justice, Equity, Diversity, and Inclusion principles and incorporate a decolonized lens.** You can identify specific actions you have taken in your previous roles where you have challenged Western understanding of productivity, have fostered self-awareness and learning, have used your positionality to advance Equity and Justice, have centered lived experiences, and have prioritized relationships and work-life balance. You intimately know or are committed to learning about the migrant and/or Indigenous experience in Canada. And none of this is performative.

- **Excellent verbal and written communication skills.** You are warm, relational, and approachable. You have outstanding reflective thinking and listening skills. You have an uncanny ability to translate complex information between your team and a diversity of external partners (community members, private sector, government stakeholders) in the form of grant proposals, contract negotiations, reports, blog posts, advocacy campaigns, or in-person meetings.

- **An approach to system change that is strategic and creative.** You're someone who keeps an eye on the ultimate destination, but also on the daily aspects of the journey. You have substantial experience developing, maintaining, and completing systems change initiatives. You're a creative problem solver who can weigh the pros and cons of taking risks. Understanding and proven application of equity-centered design would be an asset.

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- **Proven project and budget management skills.** Spreadsheets do not scare you. You can create financial forecasting plans and make operational decisions that support program growth and success based on a realistic understanding of the budget and funding requirements.

- **Track record of successful grant writing experience and funder relationship building.** Your funder relationship track record shows that you know how to balance funder expectations and program boundaries. Track record of successful business development and government relations would also be an asset.

- **Ability to work in highly dynamic situations with multiple stakeholders and deadlines.** You are extremely well-organized and have the ability to juggle multiple priorities.

- **Master's degree in Business, Communications, Public Policy or related discipline and three years of related experience** in a relevant management capacity, experience in designing and overseeing social impact metrics and evaluation systems, **or an equivalent combination of education and experience**.

- RADIUS uses the following collaboration tools: Slack, Asana and Google Drive. Knowledge of these platforms or proven ability to learn new softwares would be an asset.

How to Apply

Please apply at the **SFU Careers Page** by May 16, 2021: please include your cover letter and resume in a **single attachment**.

RADIUS SFU is an organization committed to creating a just, equitable, diverse, and inclusive workplace for all. We are proud to have a team composed of leaders with rich and deeply rooted experiences in social change. We value the leadership of people who have been historically and systemically marginalized and strongly encourage racialized, Indigenous, and LGBTQAI2+ candidates to apply for the role.

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