

Executive Director

Hybrid| Edmonton, Alberta | Full-Time | Permanent Salary

ABOUT ECALA

ECALA is a Granting Council whose mandate is to administer grants for adult foundational learning in Edmonton. We connect grant recipients, government partners, and community organizations to ensure that adults across our city have access to the literacy and learning opportunities they need to meet their goals and be an active participant in their community.

We are at an exciting moment in our evolution, and we are looking for an exceptional leader to take us forward.

THE OPPORTUNITY

Reporting to the Board of Directors, the Executive Director provides the strategic vision, leadership, and operational excellence that advances ECALA's mission. This is a rare chance to shape the future of adult learning in Edmonton by influencing policy, building meaningful partnerships, and making a direct, measurable difference in people's lives.

You will work across a dynamic landscape alongside grant recipients, government agencies, community partners, and professional development providers to grow awareness of, and investment in, adult foundational learning across the city and province.

WHY THIS ROLE MATTERS

One in five Canadian adults struggles with literacy. ECALA exists to change that, and the Executive Director is the person who leads that work every day.

OUR VALUES

The Executive Director leads from these five core principles – they are not aspirational – they are how we operate:

Transparency — We communicate openly, responsibly, and with accountability. Our communications are factual, timely, and relevant.

Collaboration — We acknowledge the power and privilege that come with being a funder. We walk alongside grant recipients and government partners to build genuine, lasting trust.

Accountability — We advance practices that support efficiency, stability, inclusivity, and continuous improvement. Every decision is shaped by the real needs of adult learners.

Trust, Inclusion & Empathy — We build trust through honesty and reliability, creating an environment that values diverse perspectives and treats every person with respect.

Indigenous Ways — We are committed to learning from Elders and knowledge holders, and to implementing the TRC Education Calls to Action in meaningful, substantive ways.

WHAT YOU'LL DO

Leadership & Advocacy

- Champion ECALA's vision, mission, and guiding principles — internally and in the community
- Raise the profile of adult literacy as a critical community and policy priority
- Represent ECALA at the municipal, provincial, and federal level
- Stay ahead of emerging trends and evolving needs in adult foundational learning
- Engage with relevant literacy research to continuously strengthen community impact

Organizational Leadership

- Translate Board-approved strategic and operating plans into action
- Lead, hire, supervise, and develop a committed and capable staff team
- Ensure all external communications, website, newsletters, social media, reflect plain language principles and represent ECALA with professionalism and clarity

Finance, Grants & Legal

- Steward ECALA's financial resources with integrity within approved budgets and financial policies
- Provide accurate monthly and annual financial reporting to the Board
- Manage grant agreements, funding applications, and program reporting with accuracy and timeliness
- Monitor and evaluate funded programs and support the Board in making sound allocation decisions
- Ensure full compliance with government contracts, legislation, and the Community Adult Learning Program Policy

Board Governance

- Partner with the Board and committees to build and maintain effective governance practices
- Provide the Board with timely, accurate information to support confident, informed decision-making

WHO YOU ARE

You are a connector, a systems thinker, and a passionate advocate for equitable access to learning. You lead with empathy and accountability, and you know how to build trust across very different communities and contexts. You are energized by complexity, and you know how to turn vision into action.

Qualifications

- Bachelor's degree in business administration, adult education, non-profit management, or a related field. Master's degree preferred. Equivalent combinations of education and experience are welcome.
- 7–10 years of progressive leadership experience, including managing budgets exceeding \$2.5 million
- Demonstrated success in strategic planning, community engagement, organizational development, and grant and financial management
- Strong understanding of public policy, government relations, and community development
- Experience working with ethnocultural and Indigenous communities, and a genuine commitment to reconciliation

- Excellent communication skills, written, verbal, and public facing, with the ability to engage diverse audiences and advocate effectively for policy change
- High level of proficiency with MS Office 365 Pro and apps, Co-Pilot, SharePoint, Canva, and comfort with emerging digital and learning platforms
- Expertise in change management, risk management, coalition building, and ethical AI use
- A collaborative, coaching leadership style that inspires staff, partners, and grant recipients toward shared goals

WHY JOIN ECALA

This is more than an executive role – it's a chance to lead an organization whose work changes lives. If you are driven by equity, energized by community, and ready to bring your full leadership to a mission that matters, we want to hear from you. Flexible hybrid work options are available, however, all applicants are required to live in Edmonton or the surrounding area.

HOW TO APPLY

Please submit your resume and a cover letter describing why this role resonates with you and what you would bring to ECALA's mission. ECALA will not be responding to questions about the Job Posting. Only suitable candidates will be contacted for an interview.

Applications may be submitted to: [**HRBoard@ecala.org**](mailto:HRBoard@ecala.org)

Application deadline: **Monday, July 6, 2026**