



**8 80 Cities**  
372-401 Richmond St W (416) 591 7404  
Toronto, Ontario 880cities.org  
Canada M5V 3A8 @880citiesorg

## We are hiring!

8 80 Cities is looking for an experienced Nonprofit Managing Director to join our creative and diverse team of city builders.

**Position: Managing Director**

**Anticipated start date: Late January, 2020**

### JOB DESCRIPTION

The Managing Director is responsible for the operational success of 8 80 Cities. The Managing Director supports the Executive Director in the implementation of 8 80 Cities' strategic plans and policies. The Managing Director's primary responsibility is leading our staff team on the successful delivery of projects and programs. This position is for a strategic thinker that loves leading teams.

The Managing Director will facilitate collaboration and effective communication between project teams and within the organization. They will support our project teams in maintaining a high quality of project work, foster a culture of teamwork and collaboration, and efficiently allocate tasks and responsibilities. The successful candidate will be an organized, systems-thinker with a proven track record of strong collaborative leadership and effective management.

8 80 Cities is a fast-paced work environment. We are looking for a passionate and driven city builder to join our high impact team.

Reports to: Executive Director

Supervises: Project Managers, Project Coordinators, Project Assistants and Interns.

### PRIMARY RESPONSIBILITIES:

#### **1) ORGANIZATIONAL LEADERSHIP & MANAGEMENT**

- In coordination with the Executive Director, ensures that program and project work contribute revenue to the organization.
- Operationalizes our organization's strategic goals into a clear action plan with priorities, targets and measures of success. Is accountable for the monitoring of progress on these goals.
- Contributes to the vision, mission, core values, and organizational objectives through strategic planning and implementation.  
Participates in positioning the organization to take advantage of opportunities for growth and market expansion.
- Assists the Executive Director with the development of the organization's budget and to monitor and be accountable for all program and service expenditures.
- Work closely with the 8 80 Communications team to align communications with strategic goals and priorities.
- Builds policies and processes that utilize an anti-oppression framework and reflect the mission and values of the organization.



**8 80 Cities**  
372-401 Richmond St W (416) 591 7404  
Toronto, Ontario 880cities.org  
Canada M5V 3A8 @880citiesorg

## 2) STAFF LEADERSHIP & MANAGEMENT

- Leads and oversees all project staff including onboarding new staff and supporting professional development opportunities.
- Takes a leadership role in ensuring a healthy, inclusive, positive, and collaborative office culture.
- In coordination with the Executive Director, oversees decision-making about the allocation of staff capacity and resources.
- An active participant in the management of the organization, attending weekly meetings and bringing forward issues for discussion and decision.

## 3) LEADERSHIP OF PROJECTS & PROGRAMS

- Manages processes to streamline and coordinate the staffing, planning, and implementation of all project and program work.
- Works with the Executive Director to assess and prioritize existing projects and programs in alignment with our strategic plan.
- Works with the Executive Director and staff team to develop new projects and program opportunities from conceptual stage to delivery to evaluation.
- Works closely and collaboratively with staff team to support the effective implementation of projects.
- Identifies systems and strategies to ensure a high standard of quality, impact, and client satisfaction on projects.
- Ensures that program and project work contribute to the financial sustainability of the organization.
- Builds and sustains relationships with clients and partners.
- Works closely with our communications team to market our services and disseminate project outcomes and share success stories to our network.

### SKILLS & QUALIFICATIONS:

- Strong leadership and interpersonal skills with 5 or more years in a leadership position.
- Advanced degree (such as Master's or equivalent in experience).
- Strong knowledge and experience in management, operations, and budgeting.
- Knowledgeable and passionate about city building, public space, urban mobility, and community engagement.
- Track record managing and inspiring small staff team, including fostering a positive culture and implementing new systems, practices, and benchmarks.
- Excellent organizational skills.
- Excellent oral and written communication skills.
- Competence in Adobe Suite (InDesign, Illustrator, Photoshop) considered an asset
- Inspired by the 8 80 Cities vision and values of the community, diversity, collaboration, innovation, and impact.

### Position Details

This is a salaried, permanent, full time position.

Salary Range: \$65,000-\$70,000 or commensurate with experience.



**8 80 Cities**  
372-401 Richmond St W (416) 591 7404  
Toronto, Ontario 880cities.org  
Canada M5V 3A8 @880citiesorg

### **8 80 Cities is a Great Place to Work!**

We offer a generous benefits package including health and dental.

We offer generous vacation time, lieu time, flexible work hours, and professional development opportunities.

Our office's home is a beautiful space in the iconic 401 Richmond building, also home for alike organizations.

We don't do boring! We offer a collaborative and fun work environment and offer plenty of opportunities to grow professionally, learn about city building, and connect with a global network of city builders.

We offer a chance to lead change in cities, be at the forefront of transforming mobility and public space and have an impact in communities both locally and globally.

If you are a lover of cities, with the experience and drive to support our mission this job is for you!

### **About 8 80 Cities**

8 80 Cities is a nonprofit organization with the mission to improve the quality of life for people in cities by bringing citizens together to enhance mobility and public space so that together we can create more vibrant, healthy, and equitable communities. We believe that if everything we did in our cities was great for an 8 year old and an 80 year old, then it is great for everyone.

8 80 Cities is committed to providing equal employment opportunity for all, regardless of race, ethnicity, gender identification, sexual orientation, religion, age, or ability. We believe in creating a workplace based on equal opportunity, and in the increased effectiveness that comes from a diverse workforce.

### **Where to Apply**

Please send your resume and cover letter in **one electronic file** to Camila Uriona, at [curiona@880cities.org](mailto:curiona@880cities.org) by Thursday January 9, 2020, by 11:59 pm to apply.

If you require accommodation in order to participate in the recruitment process, please contact us at [curiona@880cities.org](mailto:curiona@880cities.org). Only those applicants selected for an interview will be contacted.