

# EXECUTIVE OPPORTUNITY BRIEF

*Associate Executive Director* \_\_\_\_\_



**BGC LONDON**

PRIME MANAGEMENT GROUP INC.

# BGC LONDON



## Mission

To provide safe, supportive places where children, youth, and seniors can experience new opportunities, overcome barriers, build positive relationships, and develop confidence and skills for life.



## Vision

All members of the community discover and achieve their dreams to be healthy, successful, and active participants in society.



## Core Values

In our work with children, youth, families, seniors and the community, BGC London is guided by the following Core Values. They are the standards by which BGC London's services are measured.

*Belonging & Inclusion • Working Together • Respect • Speaking Out • Encouragement & Empowerment*

BGC London is a vibrant non-profit organization focused on supporting children, youth, and families in London, Ontario. Its mission is to provide vital programs and services fostering the development and success of the community members it serves. With diverse activities, including education, recreation, and life skills, BGC London emphasizes holistic development. Governed by both the Boys & Girls Club of London and the Boys & Girls Club of London Foundation, the organization is committed to creating a supportive, nurturing environment, enabling young people to reach their full potential.





# OUR LOCATION

London, ON



London is one of the largest urban municipalities in Ontario, proudly known as The Forest City - rich in heritage, arts, cultural spaces, and natural beauty. It is recognized for its healthcare, higher education, medical research manufacturing, and technology communities. The city also offers a variety of entertainment attractions, including museums and dynamic sports events.

Set in the heart of Southwestern Ontario, London is the region's economic, entertainment, and cultural hub. With a population of more than 400,000, London is Canada's 11th-largest city and an ideal environment to work, play and live. Big enough for the 'big city' experience but still far more affordable in comparison with many other Canadian cities, London boasts an extensive educational and healthcare community while providing the safe and clean atmosphere of a small community.



# WHO YOU ARE

BGC London is a vibrant non-profit organization focused on supporting children, youth, and families in London, Ontario. Its mission is to provide vital programs and services fostering the development and success of the community members it serves. With diverse activities, including education, recreation, and life skills, BGC London emphasizes holistic development. Additionally, the organization extends its support to seniors, offering programs that engage and enrich their lives, reflecting a commitment to the well-being of all community members. Governed by both the Boys & Girls Club of London and the Boys & Girls Club of London Foundation, BGC London is committed to creating a supportive, nurturing environment, enabling people of all ages, including seniors, to reach their full potential.

Prime Management Group Inc. is pleased to be partnering with BGC London in search of a highly qualified, credible, and value-driven Associate Executive Director to join their dynamic team in London, Ontario. In this critical position, the successful candidate will lead and manage the operations of the organization and provide effective oversight of a diverse range of programs and services, including those focused on children, youth, seniors, transit programs, and affordable family services.



# WHO YOU ARE

Reporting to the CEO, the results-oriented Associate Executive Director will ensure a safe, compliant, and positive work environment for all employees and volunteers while managing company resources, including budgeting, management of capital assets and investments, and financial planning for the organization in consideration of the community. This enriching role also involves overseeing the development, implementation, and evaluation of services tailored to the community's needs while conducting marketing and public relations to elevate the Club's profile. Moreover, this position offers a dynamic opportunity for skill enhancement in a fast-paced environment, with the potential for future leadership growth into the CEO role in line with BGC London's succession planning, marking it as a pathway to significant advancement within the organization.

With assistance from the CEO, the empathetic and trusted Associate Executive Director will operationalize BGC London's visionary strategic plan as set out by the Board of Directors, focusing on delivering exceptional community programming and outreach. Emphasizing the mission and values of BGC London and BGC Canada, the role also includes policy implementation, guiding management decisions, and ensuring program efficacy.

The forward-thinking and inspirational Associate Executive Director will align deeply with BGC London's strategic objectives and a solid commitment to upholding the organization's ethics and values. This dedicated professional will champion innovative fund development, playing a key role in fundraising activities, grant writing, and managing special events. With proven experience in policy enforcement and fostering integrity-based relationships, this highly organized leader will adapt to community needs, reinforcing BGC London's commitment to excellence and ethical virtue.

# QUALIFICATIONS

**To excel in this role, the proactive and engaged Associate Executive Director should:**

- Possess a post-secondary degree (or equivalent) in Business Administration, Public Administration, Social Sciences, or a related field.
- Have 5-7 years of progressive management, leadership and operations experience in an organization focusing on youth development, coupled with strong strategic planning skills.
- Demonstrated ability in leading teams to high levels of performance, including setting employee performance objectives, recruiting, developing, and retaining all team members, and using effective conflict resolution skills.
- Exhibit strong skills in budget preparation and financial management, coupled with experience in nonprofit organization operations.
- Proven leadership and motivational skills with extensive experience in community relations and communications.
- Demonstrate strategic and holistic thinking abilities with a solid understanding of program development, implementation, and evaluation tailored to meet community needs.
- Experience managing the building, facilities, and capital management of an organization.
- Experience working with a Board of Directors.
- Participation in BGC Ontario and Canada preferred or other professional certification in human services.

In addition, the demonstrated leader will have strong communication skills and an ability to work with diverse age groups. Must present an acceptable background/police Vulnerable Sector check.

# ABOUT PMG

*Meet Prime Management Group Inc.*

An international award-winning firm, operated and headquartered in London, Ontario, Prime Management Group Inc. has succeeded for over 30 years as an adaptive, resolute Executive Search firm, impacting organizations and the lives of the people who join them.

*Client and Candidate Centric Focus, Collaboration, Teamwork, Respect, Excellence, Honesty, and Integrity* form the basis of all Prime Management Group Inc's. relationships. These core values are instrumental in our business success and are witnessed in each and every client and candidate interaction. We respect our clients and value their organizations, employees, and strategic goals, while also placing a high priority on our candidate relationships during their ongoing pursuit of excellence as it relates to their career journey.

We are proactive and accountable in our delivery of recruitment and consulting best practices. We build partnerships that commence at the onset of each project and continue well beyond the placement of the successful candidate - these partnerships and collaborations are formed with both compassion and mutual respect. As a result, our candidates trust us to execute the search with a high degree of professionalism, accountability, and integrity.





# OUR TEAM

Prime Management Group Inc.

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Director of HR Consulting & Talent  
Acquisition

Michelle Rawson

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Michelle has over over 20 years of successful experience in Senior Operational Management, Team Leadership, Corporate Recruitment, Strategy Development and Human Resources with a focus on; C Suite/executive/leadership recruitment and Board directed searches, performance/change management, executive development/training and coaching, conflict resolution, leadership onboarding, recruitment audits, wage and benefit surveys, and business/process integrations.

Michelle's recruitment and HR consulting specialization span several industries including; Finance, Information Technology, Engineering, Health Sciences, Education, Non-Profit and Manufacturing. Having worked and successfully led diverse teams and operations in many of these industries herself, Michelle understands the challenges/complexities that leaders face in attracting, retaining and onboarding top employee and management talent.

Using a highly collaborative approach and when the organizational need arises, Michelle can partner with clients to provide both recruitment and customized HR solutions in a variety of areas to enhance organizational capacity and effectiveness. Michelle is a graduate of Western University with an honours degree in Political Science, coupled with a Human Resources and Mutual Funds certification.

# OUR TEAM

Prime Management Group Inc.

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Executive Recruitment Coordinator  
Katie Anderson

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As the Executive Recruitment Coordinator, Katie strategically collaborates with each Sr. Consultant on every search project to ensure an optimized candidate and client experience. In addition, she manages various business communications internally and externally to support company objectives, including Executive Recruitment, Recruitment Consulting, and HR Consulting projects.

Katie is passionate about art, community involvement and helping others. As a result, she has proven experience assisting with fundraising efforts and volunteering with St. Thomas Elgin Public Art Centre. She has worked within legal and non-profit environments for many years, providing a high level of customer service and administrative support. Katie is a Fanshawe College graduate.

# APPLICATION PROCESS

Working in partnership with BGC London, Prime Management Group Inc. will be accepting all resumes and cover letters in confidence from interested candidates. To express your interest in this opportunity, please submit your application [here](#).

Prime Management Group Inc. is an Executive Search & Recruitment + HR Consulting firm serving Southwestern Ontario and beyond. Our search process ensures unwavering confidentiality while respectfully adhering to the Human Rights Act to uphold an unbiased and successful process for our candidates.

**Interested in this opportunity? [Apply here.](#)**



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## CONTACT INFORMATION

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519-672-7710

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