

About Balanced Good: Balanced Good provides specialized employee leave coverage and strengthens fundraising and leadership capacity in nonprofits. Our client-centered services help mission-driven organizations maintain stability during employee leaves, reducing burnout and staff turnover. By embedding ourselves within organizational cultures, we assess current programs, develop tailored strategies, and coach teams to build sustainable practices. Through intentional support, Balanced Good helps organizations embrace change as an opportunity to reflect, adapt, and build workplace cultures that are caring, inclusive, and rooted in trust—ensuring both employees and the mission remain supported through periods of transition.

Role Summary: As a Senior Consultant + Coach you will provide leave coverage for parental leaves & staffing gaps (ie. filling in to do the work) and lead the coordination & execution of special projects. Our leave coverage roles tend to be long term (12 - 18 month parental leaves or staffing gaps), while special projects are shorter term (three to six months) with a more focused scope. Special projects can look like an organizational audit, creating an annual development plan, or writing organizational policies. You can expect to be working with 3-4 nonprofits at a time across all projects. All leave coverages and special projects have a lead team member who oversees the work, while working collaboratively with other Balanced Good team members to execute together.

About you: You are a mid-career nonprofit generalist; you have experience in a mix of fundraising, operations, programs, or communications. You can execute tasks autonomously while thriving in a collaborative team environment. You are a clear communicator; you regularly provide proactive updates to team members and clients. You excel at multitasking and can manage several client projects on the go at one time. You like working on a diverse mix of projects, with a wide variety of organizations – you enjoy solving new problems. You are comfortable providing a recommendation to a client, seeking out the solution that best fits their needs. You care about making the nonprofit sector a better place to work and bring hands-on experience with advancing equitable policies and practices at work.

Compensation Details:

Salary: \$76,500 + access to org-wide bonus policy.

Benefits: Group benefits package at 80% coverage, a \$500 tech stipend at job start, and an annual \$500 tech stipend paid on work anniversary.

Working Hours: 32 hours/week, Balanced Good fully encourages and supports flexible work hours.

Time Off:

- 4 weeks paid vacation, plus a two-week paid winter holiday shut down and one-week paid summer shut down.
- 8 paid personal days that can be used at your discretion.
- 4 paid advocacy and learning days for you to engage in community organizing work connected to Balanced Good's values or for your own professional development and learning.

Work Location: Fully remote, work from home position. Our team is currently located across Ontario, we do not have an office. Occasional in-person team meetings and in person client meetings and events will arise. As a fully remote work environment we welcome (and encourage) children, pets, and life to make day-to-day appearances in your work environment. Candidates must be eligible to work and reside in Canada.

Role Responsibilities:**Leave Coverage (60%)**

- Lead 2-3 leave coverage clients in a year which includes meeting with the client to map out the key functions of the role being covered, build a workplan for coverage, and then executing tasks.
- Integrate with the client's team which can include onboarding with their: internal systems for email, communications channels, CRMs, project tracking tools, and calendar systems.
- Proactively build relationships with client team members – get up to speed quickly on who does what and how they connect to your work.
- Use Asana and other project management tools (ie. shared drives, slack) to track workflows, tasks and deadlines for each client.
- Collaborate with other Balance Good team members on task completion – ensuring tasks we are covering are completed with a high degree of polish and professionalism.
- Share recommendations with clients on best practices in the nonprofit sector, drawing from your own professional experience, research on best practices, consultation with other BG team members or external experts.
- Provide weekly updates for clients on progress against tasks – where there may be roadblocks, dependencies, or shifts in strategy.
- Always be mindful of the person who will be returning from leave – setting up systems that will make it easy for them to have a smooth transition back to work and advocate when needed for changes that will support their return to work.
- Lead the completion of client offboarding tasks, including the preparation of a wrap-up report for the organization that includes recommendations for creating a more sustainable workload for team members, and organizational policy changes that advance decent work.

- Lead well-organized meetings with a wide variety of client partners, which may include: nonprofit executive teams, board members, funders, donors, partner agencies, etc.

Special Projects (20%)

- Own the leadership and execution of assigned special projects throughout the year, working in collaboration with other Balanced Good team members.
- Work with client Leadership, Board of Directors and Staff Members to understand organizational needs, provide guidance and mentorship based on best practices.
- Regularly communicate project updates to all relevant stakeholders, managing timelines and expectations.
- Ensure all project materials are clearly communicated, copyedited and well designed, using tools like Canva and Adobe, as needed.
- Create or adapt already existing tools for use during special projects (ie. policy templates, annual plan templates, surveys, audits and reports).

Coaching (10%)

- Provide coaching, mentorship and guidance to Balanced Good clients in areas of nonprofit work that align with your expertise: Fundraising, Communications, Operations, Programs, Leadership, Strategy.
- Lead 1:1 virtual calls with Balanced Good clients that are looking for guidance in their work.
- Participate in monthly group coaching conversations for new and existing Balanced Good clients, when relevant.
- Support the development of coaching tools that can be used by Balanced Good team members.

Balanced Good Admin (10%)

- Participate in Balanced Good team meetings, annual team retreat, and check-ins, as needed.
- Track work hours daily in Humi and keep tasks regularly updated in Asana project boards.
- Support the sharing of Balance Good's offerings within your own networks and support business development tasks when needed (ie. reviewing proposals or joining a discovery call).
- Maintain well-organized shared drives for easy team member access across projects.
- Other duties as assigned.

Qualifications:

- 4-5 years of experience working in a management role in nonprofit settings, with a specialization in one or more of the following areas: fundraising (major gifts, annual giving, planned giving, and corporate partnerships and engagement), operations (HR, policy development, financial systems), communications (comms strategy, marketing), or programs (program planning, implementation, evaluations).
- Experience with project management and using project tracking systems in a collaborative environment.
- Experience overseeing a wide variety of projects or clients at once, proficient with multitasking.
- Demonstrated commitment to advancing equity and decent work practices in the workplace.
- Proficient with Asana, Slack, Outlook, Microsoft Office, SharePoint, Google Workspace, and Canva required, comfort with various CRMs, HRIS platforms, and other systems an asset.
- Willingness to quickly learn tools used by our clients is required.

Balanced Good's Values

People-Centered: The work done in the social impact sector is deeply meaningful, and we value the people who do this work. We recognize that to be **people-centred** we trust that our clients, team, and partners can prioritize their needs autonomously, and when needed can, put their caregiving and family needs first.

Accountable: We jump in to support our client's mission and work, we are **accountable** to their team, leadership, and vision. We do what we say, and get the tasks done.

Collaborative: Balanced Good doesn't just work for our clients, we work with them. We immerse ourselves in our clients' teams and work by their side to build **collaborative** relationships and solutions.

Adaptable: We know things change, and being adaptable is key to managing change and shifting priorities, while keeping mission top of mind.

Our Promise to You

As your employer, and partner in your professional goals, Balanced Good promises to:

- Prioritize your work-life balance, mental, emotional, and physical health, and ensure our clients do the same.
- Provide you with the tools and resources required to do your work.
- Invest in your professional growth through training, mentorship, and supporting your active participation and volunteerism in the social profit sector.
- Cheer you on when you do great work, meet your goals, and shine in our sector.

- Support you and problem solve when you face challenges in meeting goals.

To apply: please send your resume and a brief e-mail that highlights why you are a great fit for this role. Applications can be sent to hello@balancedgood.com. Deadline to apply is **Monday June 9th at 9:00 am EST**. Late applications will not be accepted.

Our hiring process:

- Applications will be reviewed using the criteria outlined in the “qualifications” section above (we do not use resume scanning tools or AI).
- Shortlisted candidates will be invited to interview between June 16th – June 23rd.
- Candidates selected for interviews will be provided with interview questions in advance and will be compensated for their time committed to the interview process with a \$50 honorarium.
- We commit to providing all applications with an update on the hiring process once closed.
- As part of ensuring an equitable hiring practice, we will not be taking informational interviews about these positions during the hiring period.
- As part of a commitment for equal pay for equal work, the hiring rate of \$76,500 is non-negotiable.

Balanced Good is committed to building an inclusive and accessible workplace, with a team that reflects the diverse identities and lived experiences of the communities we serve.

If you are a person with a disability and require accommodations during the application process, please email katie@balancedgood.com so that we can support. We will provide reasonable and confidential accommodations when requested.