



Interim Executive Director

KCI Search + Talent is supporting Two Wheel View (www.twowheelview.org) in seeking an Interim Executive Director.

Two Wheel View uses the bicycle as a vehicle for change in the lives of youth. Through bicycle education programs and experiences, Two Wheel View creates opportunities for young people to learn and practice lessons in leadership, self-esteem, community building, and employment skills.

Mission: To provide programs that use the bicycle as a vehicle for change in the lives of youth.

Values: Respect, Authenticity, Resiliency, Adventure, and Community.

Duration of the Opportunity:

- This will be a 12-month assignment that will conclude following a search for a permanent Executive Director.
- While this position is designated as full-time, we are open to considering part-time arrangements for candidates who express a preference for reduced hours.
- Ideal start date is ASAP or by the end of March 2026.

Location:

- Primarily on-site at 907 9 Avenue SE, Calgary, AB.

Focus of Interim Mandate:

The Interim Executive Director will provide steady leadership during a critical period of organizational transition. This role ensures continuity of operations, compliance, and program delivery while guiding the Board and staff through a professionalization plan and preparing for recruitment of a permanent Executive Director.

The Interim Executive Director will balance hands-on operational oversight with transition change leadership, emphasizing structure and process. In addition, this role is responsible for maintaining stakeholder confidence and positioning Two Wheel View for long term success, while demonstrating compassionate leadership to a dedicated team. For further details, please refer to the position profile, below.

Interim Candidate Requirements:

Candidates must have served previously as an Executive Director or Interim Executive Director in a charity. A genuine enthusiasm for cycling will be viewed as an asset.

To Apply:

To be considered for this role, candidates are invited to send their resume and letter of interest to Jill Anderson, Associate Vice President, KCI Search + Talent at TWV@kcitalent.com by **February 17, 2026**. Submissions will be reviewed as they are received. All inquiries and applications will be held in strict confidence.

Equity and Inclusion:

Two Wheel View believes in fostering a diverse and inclusive environment, celebrating all identities and continuously learning to be better allies. TWV's goal is to be an equal opportunity employer and employ people without regard to race, ancestry, place of origin, colour, language, citizenship, religion, gender identity, sexual orientation, age, marital status, physical, and/or mental abilities. TWV strives to be learning continuously and is working to be an anti-racist and anti-oppressive organization. If you need additional support or accommodation in your application process, please ask and we will do our best to meet those needs.



Interim Executive Director POSITION PROFILE

Key Responsibilities

Operational Continuity

- Oversee day-to-day management across programs, finance, HR, operations, social enterprise, fundraising and compliance.
- Ensure program quality, safety, and participant experience remain strong, consistent with the organization's core values.
- Maintain donor relationships and support ongoing fundraising efforts.

Governance & Board Partnership

- Serve as primary liaison with the Board; provide timely updates on organizational health, risks, and transition progress.
- Support Board committees (Finance, Fund Development, Governance, Lease Renewal) with accurate reporting and recommendations.

Financial Oversight

- Work closely with Finance staff to ensure accurate budgeting, reporting, variance analysis and compliance with CRA, funders' and provincial requirements.
- Monitor cash flow and reserves; advise Board on financial implications of transition.

Staff Leadership & Culture

- Provide compassionate leadership to maintain morale and engagement during change.
- Coach and support Managers and Coordinators; clarify priorities and expectations.
- Uphold Two Wheel View's values of Respect, Authenticity, Resiliency, Adventure, and Community.

Transition Stewardship

- Collaborate with the Board to implement and fine-tune the professionalization plan and ideal-state structure.
- Identify gaps and interim solutions for leadership roles (Finance, Programs, Ops, Revenue).
- Document processes and recommendations for the incoming permanent Executive Director.
- Support development of updated job descriptions, goal setting/review, and recruitment strategy.

External Relations

- Represent Two Wheel View to funders, partners, and community stakeholders.
- Communicate transparently about the transition to maintain confidence and trust.
- Support the Manager of Fundraising as required with grantors, donors and philanthropic giving.