

Job Description - Executive Director

Primary Duties and Responsibilities*

Leadership

- Participate with the BOD in supporting the vision and strategic plan which guide the organization
- Identify, assess, and inform the BOD of internal and external issues that affect the organization
- Act as an advisor to the BOD on all aspects of the organization's activities
- Foster effective team work between the Board and the Executive Director and between the Executive Director and staff
- In addition to the Chair of the Board, act as a spokesperson for the organization
- With the assistance of the Administrative Coordinator, prepare official correspondence on behalf of the Board or jointly with the Board as appropriate
- Represent the organization at community activities to enhance the organization's community profile

Operational planning and management

- Prepare the agency's Annual General Report; plan and oversee the Annual General Meeting.
- Ensure that the operation of the organization meets the expectations of its clients, Board and Funders
- Support the Administrative Coordinator in insuring the efficient and effective day-to-day operation of the organization

Financial planning and management

- Work with relevant staff and the Board (Finance Committee) to prepare a comprehensive budget
- Work with the Board to secure adequate funding for the operation of the organization
- Research funding sources, oversee the development of fund raising plans and write funding proposals to increase the funds of the organization
- Participate in fundraising activities as appropriate
- Approve expenditures within the authority delegated by the Board
- Ensure that sound bookkeeping and accounting procedures are followed
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization
- Ensure that the organization complies with all legislation covering taxation

Human resources planning and management

- Determine the administrative staffing requirements for the organizational management of the agency.
- Oversee the implementation of the human resources policies, procedures and practices including the development of job description for all staff
- Maintain a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- As necessary, recruit, interview and select administrative staff with the right technical and personal abilities to help further the organization's mission
- As necessary, ensure that newly recruited administrative staff receive an orientation to the organization and that appropriate training is provided
- Implement a performance management process for administrative staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
- Coach and mentor administrative staff as appropriate to improve performance
- Discipline administrative staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures

Community relations/advocacy

- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization

Risk management

- Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks
- Ensure that the BOD and the organization carries appropriate and adequate insurance coverage
- Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage

Qualifications

Education

- University degree in a related field

Knowledge, skills and abilities

- Knowledge of leadership and management principles as they relate to non-profit/ voluntary organizations
- Knowledge of all federal and provincial legislation applicable to voluntary sector organizations including: employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage etc...
- Knowledge of current community challenges and opportunities relating to the mission of the organization
- Knowledge of human resources management (administrative)
- Knowledge of financial management

Proficiency in the use of computers for:

- MS Word and Excel
- Financial management
- E-mail
- Internet

Experience

- Minimum of three years of progressive management experience in a voluntary sector organization