

EXECUTIVE DIRECTOR POSTING 2018

SUMMARY OF ROLE

- Lead the strategic and daily operations of the organization.
- Provide strategic and administrative management to the employees, volunteers and committee members.

RESPONSIBILITIES

Leadership & Management

- Oversee the day-to-day operations; recommend timelines and resources needed to achieve the strategic goals.
- Oversee, support and manage staff, ensuring a positive, healthy and safe environment. Implement human resource policies and procedures, while building and retaining a high-performance team.
- Ensures the management and governance of the organization in a fiscally responsible, transparent manner including the preparation and monitoring of operational budgets, the implementation of approved policies for the allocation and distribution of resources, and provides monthly statements of revenues and expenditures, plus yearly projections to the Board of Directors.
- Overseeing program management ensuring deadlines, key decisions and budgets are on track.
- Oversees organizational governance, including short- and long-term strategic planning.
- Actively engage and energize staff, volunteers, board members, event committees, partnering organizations and funders.
- Develop, maintain, and support a strong board of directors; seek and build board involvement on an ongoing basis.
- Ensure effective systems are in place to track efficiency in both the operational and fundraising aspects of the organization, regularly evaluating and measuring successes that can be communicated to the board, funders, and other stakeholders.
- Gather data and prepare outputs and outcomes reports.
- Prepare and update all governance and quality management and improvement plans as per accreditation.
- Maintain and uphold accreditation standards for the organization.

Fundraising & Communications

- Expand revenue generating and fundraising activities.
- Build and sustain strong relationships with partners and funders.

- Serve as the “face” of the organization to local media, and the community at large, using external presence and relationships to garner new opportunities.
- Oversee all aspects of communications—from web presence to external relations with the goal of building strong brand awareness in the community.

Relationship with Board & Committees

- Serves as an ex-officio member of all committees including the Executive Committee and the Board of Directors.
- Attends Board Meetings.
- Directs and assists committees with the development and execution of plans and projects, ensuring that all committees meet their mandate.
- Provides committees with tools and materials necessary to carry out their objectives.
- Establishes additional committees, as required.

Requirements:

- At least five years of senior leadership experience; a track record of effectively leading an organization and staff.
- Bachelor’s degree in a related field. Combination of education and experience.
- Experience with leadership in the not-for-profit sector an asset.
- Clean Ministry of Justice criminal records check.
- Experience in developing and operationalizing strategies that have taken an organization to the next stage of growth.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams and create healthy, safe and positive workplaces.
- Strong program management skills; knowledge of building and housing development is an asset.
- Strong financial and budget management skills.
- Past success working with a board of directors with the ability to foster existing board member relationships.
- Experience in fundraising and community development with the ability to engage a wide range of stakeholders.
- Experience working with a diverse population including persons with disabilities and First Nations.
- Ability to represent the organization in the community, including comfort with, and an aptitude for public speaking.
- Ability to develop and execute on strategic and financial plans.
- Strong written and verbal communication skills; a demonstrated ability to prepare grant proposals a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Computer literacy and comfortable with technology.

- Possess passion, idealism, integrity, a positive attitude, mission-driven, and self-directed.

Education

- A Bachelor's Degree or higher, ideally in a relevant discipline.
- Leadership training and/or Canadian Fundraising Executive designation are assets.

Compensation:

- Salary: \$60,000 - \$70,000 depending on experience.
- Three weeks' vacation.
- Extended health & dental.
- Pension

Please send resume and cover letter to:

Attention: Bobbie Lucas – Email: ed@nicommunityservices.ca

North Island Community Services

www.nicommunityservices.ca