

# Executive Director

## About the Job

Campbell River Family Services Society (CRFSS), is a multi-service, multi-funded non-profit organization in beautiful Campbell River, BC. Located on the east coast of Vancouver Island, Campbell River is a great community in a region that boasts a seemingly endless amount of activities for outdoor and marine enthusiasts.

We are looking for a self-driven and highly competent Executive Director with excellent communication skills and an upbeat attitude. The Executive Director (ED) reports to the Board of Directors and assists the Board in carrying out the objectives and policies of the Society. The ED will provide leadership for all staff, advise the Board on organizational activities, and oversee daily operations while promoting our mission and objectives, maintaining positive relationships with internal and external stakeholders, achieving organizational goals and maintaining sound financial practices.

To be successful as an ED, candidates must possess strong leadership qualities, good planning and organizational skills, innovative problem solving skills, strong vision and a passion for good systems. The ability to function frequently under pressure, while managing multiple concurrent projects and deadlines is an ongoing expectation.

## Responsibilities

- Plan, control, and administer all agency activities and operations in accordance with statutory, constitutional, and other requirements.
- Develop policies and programs for Board approval.
- Respond to the impact of legislative changes, resource needs, and other matters of importance to the organization.
- Plan and direct the agency's long-term and day-to-day operations and administration, either directly or through reporting staff.
- Establish and implement management and human resource policies. May participate in union negotiations.
- Foster positive relationships with senior and other government officials, funding sources, clients, the community, etc.
- Represent the agency at fundraising events, community and/or official functions.
- Facilitate the preparation of budgets for Board approval, prepares funding proposals, secures ongoing financial resources, and ensures sufficient revenue for the operations of the agency.
- Oversee approved budgets and expenditures in accordance with agency financial control and administrative procedures.
- Ensure all professional licensing and/or other accreditation requirements meet legal, regulatory and other requirements.
- Approve and/or oversee major program/project contracts, priorities, resource requirements, etc.

## Requirements

- University degree in Social Services or Administration
- A minimum of 5 years' experience in personnel management for a non-profit organization; including a minimum of 2 years' experience in a human service agency.
- Experience in working with a broad range of contracted social services programs.
- Training in management concepts, leadership styles and techniques to implement change.
- Excellent oral, written, facilitation and interpersonal skills
- Demonstrated teamwork, leadership and supervisory skills.
- Strong problem solving skills.
- Well-developed planning, organizing and administrative skills.
- Ability to make decisions very quickly (and be prepared to change them if needed).
- Ability to multi-task and shift from one job function to another immediately and seamlessly.
- Financial literacy is a must.
- Experience with unions would be an asset.

## About CRFSS

CRFSS has provided programs and services to the local community for over 40 years. The programs and services offered cover the life span from pre-birth to services for seniors, with a focus on services for children, youth and families. CRFSS has a workforce comprised of approximately 35 full-time and part-time employees and an annual operating budget of \$2 million.

We are known for the great care we take with clients and employees alike. This is evidenced by the number of clients that participate in successive programs, as well as our employee retention history. Many of our employees have been with us for over 10 years.

Our office is centrally located in the downtown core of Campbell River which represents an average commute time of 10-15 minutes from anywhere in the city. A short commute, combined with flexible hours and plenty of recreational activities in the area provides the opportunity for an exceptional work-life balance.

## Application information

Salary is competitive and commensurate with experience and qualifications.

The successful candidate will be a person who is interested in a permanent full-time position to replace a dedicated and valued employee who is retiring.

The posting will close December 31, 2019. The expected start date is March 2, 2020.

Please apply via email to [boardofdirectors@crfs.ca](mailto:boardofdirectors@crfs.ca). All applications will be held in confidence. Only those selected for an interview will be contacted.