



Executive Director

Reporting to: Board of Directors

Executive Director Position Summary

In order to appreciate the position of the Executive Director, it is critical to understand that: the board and the Executive Director work together to develop a strategic planning process that ensures VCR's mission statement is achievable and relevant to the needs of VCR stakeholders. The board's role and responsibilities are generally confined to being a governance board - establishing broad policies, delegating implementation to the Executive Director. To that end, the Executive Director is authorized to make all decisions, take all actions and develop all activities, as long as they are consistent with a reasonable interpretation of the Board's policies. The Executive Director acts within acceptable limitations of prudence, ethics and legality. The Executive Director is the Chief Executive Officer of VCR. The Executive Director is responsible for the organization's consistent achievement of its mission and financial objectives.

Competencies Required

- a. Excellent ability to organize, manage multiple tasks and prioritize
 - b. Excellent team work skills and exemplary interpersonal skills
 - c. Able to exercise independent judgment in the resolution of administrative problems
 - d. Able to interpret and communicate operating policies
 - e. Senior level management experience
 - f. Excellent time management, self management and multi-tasking skills
 - g. Ability to promote confidentiality as a norm
 - h. Must treat all individuals with equal respect and interact in a tactful, supportive and professional manner
 - i. Excellent leadership abilities
 - j. Experience in implementing policies
 - k. Experience in managing budgets and multiple programs
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Qualifications

- a. Minimum two years demonstrated experience in a senior executive position
- b. Excellent computer skills
- c. Excellent communication skills; verbal and non-verbal, written and electronic
- d. Experience as a member of a board of directors or experience supporting the work of a board of directors or a like body
- e. Excellent ability to run effective meetings and take appropriate minutes
- f. Experience representing an organization at community events at a senior level
- g. Experience working with or in a non-profit organization
- h. Demonstrated ability to manage budgets in excess of \$100,000.
- i. Demonstrated ability to lead an organization
- j. Demonstrated ability to manage staff - both paid and volunteer
- k. Demonstrated ability to manage fundraising events and obtain donors and sponsors as well as

apply for grants and contributions.

Work Environment (Equipment, Demands and Hazards)

- a. Office setting in Campbell River with some travel
 - b. Work hours must be somewhat flexible, as evening and early morning meetings may be required; hours per week are determined in employment contract
 - c. Use of office equipment required: photocopier, fax, computers and program specific software,
 - d. Valid driver's license, proof of adequate insurance and reliable car
 - e. Clear criminal record check with no infractions
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Duties and Responsibilities

1) Leadership

- a. Participate with the Board of Directors in developing a vision and strategic plan to guide the organization
- b. Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization either positively or negatively
- c. Act as a professional advisor to the Board of Director on all aspects of the organization's activities
- d. Foster effective team work between the Board and the Executive Director and between the Executive Director and staff
- e. In addition to the Chair of the Board, act as a spokesperson for the organization
- f. Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate
- g. Represent the organization at community activities to enhance the organization's community profile
- h. To enhance our professional image in all matters including products, services and community relations

2) Operational Planning and Management

- a. Develop an operational plan which incorporates goals and objectives that work towards the strategic direction and plan of the organization
- b. Ensure that the operation of the organization meets the expectations of its clients, Board and Funders
- c. Oversee the efficient and effective day-to-day operation of the organization and abide by all board policies
- d. Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate
- e. Ensure that personnel, client, donor and volunteer files are securely stored and privacy and confidentiality are maintained
- f. Provide support to the Board by preparing meeting agenda and supporting materials, as well as a

report from the Executive Director

3) Program Planning and Management

- a. Oversee the planning, implementation and evaluation of the organization's programs and services.
- b. Research and seek out program opportunities.
- c. Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board
- d. Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality
- e. Oversee the planning, implementation, execution and evaluation of special projects
- f. Oversee fundraising efforts, obtain sponsorships, and successfully get donations for the Society

4) Human Resources Planning and Management (Staff: paid and volunteer)

- a. Determine staffing requirements for organizational management and program delivery
- b. Oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff
- c. Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- d. Recruit, interview and select staff that have the right technical and personal abilities to help further the organization's mission
- e. Ensure that all staff receives an orientation to the organization and that appropriate training is provided
- f. Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
- g. Coach and mentor staff as appropriate to improve performance
- h. Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures
- i. Maintain a climate that attracts, keeps and motivates a diverse staff of top quality people
- j. Oversee VCR volunteer program adhering to best practices in volunteer management

5) Financial Planning and Management

- a. Work with Treasurer and President to prepare a comprehensive budget
- b. Work with the Board to secure adequate funding for the operation of the organization
- c. Research funding sources, oversee the development of fund raising plans and write funding proposals to increase the funds of the organization
- d. Support the Board in fundraising activities and participate in fundraising activities as appropriate
- e. Approve expenditures within the authority delegated by the Board

- f. Ensure that sound bookkeeping and accounting procedures are followed
- g. Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- h. Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization
- i. Ensure that the organization complies with all legislation covering taxation and Mandatory Employment Related Costs.

6) Community Relations/Advocacy

- a. Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization
- b. Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization
- c. Publicize the activities of the organization, its programs and goals
- d. Oversee marketing and communications of VCR including website, social media, networking groups, promotional events, media relations.

7) Risk Management

- a. Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, programs, activities and goodwill, and image and implement measures to control risks and inform the board if any risks or threats are identified
- b. Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage
- c. Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage
- d. Ensure all staff, both paid and voluntary and board members have clear criminal record checks.

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