



Employment Opportunity

Executive Director

Saanich Neighbourhood Place
Permanent Full Time Position
(With some evening and weekend work)

Who we are:

Saanich Neighbourhood Place is a non-profit community organization for families to connect, share and grow. Our programs fall under three service areas: Food Security, Early Years, and Family Support. We also operate the Royal Oak Neighbourhood House. Saanich Neighbourhood Place has been excelling at serving families in the community for 25 years.

Summary

The Executive Director reports to the Board of Directors, while overseeing all staff, operations, functions and activities of the organization. The Executive Director is responsible for maintaining and building relationships in the community with the families that attend the programs, and our funders or government representatives.

Qualifications

- Post Secondary Education in Social Sciences, Social Work, Child and Youth Care or a related field;
- Minimum 5 years experience in a leadership position;
- Proficient in Microsoft Office

Experience

- Public Speaking
- Financial Management
- Managing staff of various disciplines
- Managing a variety of programs and deliverables

Core Competencies

Communication:

Has a strong ability to communicate to clients and partners both verbally and in written form. Candidate is clear, concise and to the point with communication while being compassionate to the needs of the clients.

Financial Management:

Has experience in managing large budgets including business finance, capital funding, contracts and partnerships. Candidate has experience in building and reviewing budgets, applying for grants and is able to be creative with the resources available.

**Change management:**

Has experience working with new organizations to help foster a smooth transition from different management styles and works to build trust and cohesion with the members of the organization to avoid disruption to programs and activities.

Summary of Job Responsibilities

- Responsible for agency wide administration while being accountable to the Board of Directors;
- Oversee the recruitment, hiring, and development of employees that ensures current human resource practices are in place and followed;
- Monitor contract compliance including timely reporting;
- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization;
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- Manages key external relationships, including funders, community partners, government agencies and politicians at all levels;
- Evaluates current programs and develops new programs as required to meet the needs of the community;
- Ensures the financial viability of the organization by managing expenditures within the authority of the board;
- Applying for and administering project grants, gaming proposals and government grants
- Responsible for fund development and fiscal management of major capital projects as per strategic plan;
- Collaborate with organizations, levels of government and funders including participating in on going meetings, coalitions and forums to maximize impact of services on families;
- Ensure that Saanich Neighbourhood Place is consistently and accurately portrayed in all external communications including but not limited to social media, news presses, radio and written articles;
- See that the board is kept fully informed on the condition of the organization and all-important factors influencing it.

Salary: Please include your salary expectations in your application for the position

Application Process:

Please submit all cover letters and resumes with the subject line **Executive Director SNP** to board@snplace.org

Posted: 04 December 2018

Application Deadline: 11:59pm Sunday, 16 December 2018

Only applicants who have been shortlisted will be contacted.