



Job Description Executive Director

Job Summary

The Executive Director reports to the Board of Directors and oversees all staff, operations, functions and activities of the organization. The Executive Director is responsible for maintaining and building relationships in the community including all participants who attend programs, our funders and 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, including high knowledge/understanding of Excel

Experience

- Public Speaking
- Financial Management
- Managing staff
- Managing programs and deliverables

Core Competencies

Communication:

Has a strong ability to communicate with clients and partners both verbally and in written form. Candidate is clear, concise and to the point with communications while being compassionate about 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 ensuring that grant monies are spend in the order they were funded.

Change management:

Has experience working with individuals 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.

Job Duties

Administration/Management/Operations



- Responsible for agency wide administration while being accountable to the Board of Directors;
- Oversee the recruitment, hiring, and development of employees while ensuring current human resource practices are in place and followed;
- Monitor contract compliance including timely reporting;
- Maintain a climate which attracts, keeps, and motivates diverse, high quality staff
- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization;
- Cooperates with staff to ensure the highest quality of service is being delivered;
- Oversees the efficient and effective day-to-day operation of the organization;
- Ensures that programs and services are evaluated and initiates change where needed;
- Evaluates current programs and develops new programs as required to meet the needs of the community;
- Oversee all major capital projects

Finance

- Ensures the financial viability of the organization by managing expenditures within the authority of the board;
- Work with the staff and the board in preparing monthly and annual budget(s) ;
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization;
- Responsible for 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;

External relations/Communication

- Advocate for families with the various levels of government, with funders and the community;
- Collaborate with organizations, levels of government and funders including participating in on going meetings, coalitions and forums to maximize impact of services on families
- Represent the programs and point of view of the organization to agencies, organizations, and the public;
- Establish sound working relationships and cooperative arrangements with community groups and organizations;
- 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;
- Be the voice of Saanich Neighbourhood Place to profile the expertise of the staff and the organization as a whole;

Board Leadership/Interaction



- Develop an operational plan, which incorporates goals, and objectives that work towards the strategic direction of the organization;
- Provide leadership in developing and reviewing the effectiveness of programs, organizational and financial plans with the Board of Directors and staff;
- Carry out plans and policies authorized by the board;
- Identify and evaluate the risks to the organization's people (clients, staff, management, and volunteers), property, finances, goodwill, and image and provide suggestions/guidance to the board;
- Draft policies for the approval of the Board and prepare procedures; review existing policies on an annual basis and recommend changes to the Board as appropriate;
- See that the Board is kept fully informed on the condition of the organization and all important factors influencing it; and
- Other duties asked by the board of directors.

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.