

## Executive Director

**Direct Supervisor:** Board of Directors with day to day supervision delegated to the Executive Committee

## Function

The incumbent is charged with the administrative, leadership, direction, and implementation of the agency programs through policies, budget and strategic plan set by the Board of Directors. The Executive Director will oversee and manage all staff ensuring that the agency adheres to the National Standards as set by Big Brothers Big Sisters of Canada.

## Primary Responsibilities:

### Board

- Responsible to the board for general administration, organization, and management of the organization in accordance with the policies established by the board
- May work closely with the board on the formulation of policies and procedures
- Attend board and committee meetings and provide information and leadership as necessary
- Communicate to the board all human resources requirements including staffing and training needs

### Programs

- Oversee effective execution of agency programs in accordance with agency policy and national standards
- Perform casework functions in the absence of caseworker, as and when necessary
- May assist the board and staff in the development of high-quality programs consistent with community needs
- Coordinate and manage all agency activities
- Ongoing evaluations of agency programs

### Financial

- Assist Finance Committee with preparation and presentation of the organization's budget
- Assist the board in developing new areas of funding
- May assist the board in the development of long-term financial plan
- Monitor revenue and expenditures
- Management of financial policies for budget control

## **Public Relations**

- Send out communications such as letters, media releases, sponsorships, etc after approval from the Board or Board Delegate
- Maintain positive profile of agency within the community
- Liaise with governmental departments and other community agencies as necessary

## **Personnel**

- Obtain Board approval or Board Delegate approval for all matters related to personnel and hiring decisions
- Ensure adequate staffing levels to execute the work of the agency effectively
- Responsible for hiring appropriate staff for all positions after review and approval from the Board or Board Delegate
- Provide clearly defined job descriptions for all staff positions
- Ensure all staff receive sufficient orientation and training to perform their duties
- May support staff development programs that are developed in accordance with staff needs
- Act as liaison between staff and board
- Terminate staff when necessary
- Ensure annual personnel evaluations are completed as required
- Ensure proper screening completed on all personnel

## **Privacy**

- Assume the role of Chief Privacy Officer
- Ensure adherence to federal and provincial privacy legislation
- Ensure training is delivered to staff related to applicable privacy legislation
- Act as contact person for all privacy related matters between public, agency, board, and National office

## **Knowledge, Skills and Abilities**

- Effective oral and written communication skills
- Ability to think as part of a large organizational system
- Ability to interact with people of all ages and cultural backgrounds
- Ability to support the needs of your team
- Sound computer skills
- Comprehensive knowledge of budget preparation and management
- Ability to develop cooperative relationships with internal and external partners, clients and community organizations that foster collaboration and partnership
- Critical thinking and problem-solving skills
- Effective time management, prioritizing and organizational skills
- Ability to analyze and interpret data to make operational decisions

## Qualifications:

- Five years' leadership experience managing a team, or organization
- Experience managing an organizational budget
- Experience working in or leading a non-profit organization
- Degree in appropriate field (business, marketing, leadership, social work etc.)
- A combination of education and experience may be considered

## Special/Working Conditions

- Initial and on-going employment is subject to a clear Criminal Record. Criminal Record Checks are completed every three years.
- Ability to work flexible hours and respond to after hours needs as required
- Regular local travel and occasional travel throughout region, or to national/regional meetings
- Access to a vehicle