



Executive Director Job description

Job Purpose

The Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors. The Director creates and oversees the implementation of a strategic approach to fundraising which may include major gifts, corporate donations, grant solicitation, and in-kind resources.

Accountability

This position is directly accountable to the Board of Directors of the Centre. The incumbent is subject to yearly performance review as per written procedure, and other performance reporting as may be determined by the Board from time to time.

Duties & Responsibilities include but are not limited to

Leadership

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization
- Act as a professional advisor to the Board of Director on all aspects of the organization's activities
- Foster effective team work between the Board and the Executive Director and between the Executive Director and staff
- In addition to the Chair of the Board, act as a spokesperson for the organization
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate
- Represent the organization at community activities to enhance the organization's community profile

Operational planning and management

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
- Ensure that the operation of the organization meets the expectations of its clients, Board and Funders

- 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
- Ensure that personnel, client, donor and volunteer files are securely stored and privacy/confidentiality is maintained
- Provide support to the Board by preparing meeting agenda and supporting materials

Plan & Organize fund development activities

- Collaborate with the Board of Directors to create an annual fund development plan which increases revenues to support the strategic direction of the organization. Draft plan to be presented to the Board by the January board meeting for the upcoming fiscal year.
- Implement the fund development plans in accordance with ethical fundraising principles
- Monitor and evaluate all fundraising activities to ensure that the fundraising goals according to the yearly plan are being achieved
- Monitor trends in the community or region and adapt fundraising strategies as necessary
- Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fundraising processes are carried out in a timely manner.
- Prepare and submit grant applications as outlined in the fund development plan to generate funds for the organization
- Help develop and oversee the planning and execution of special fundraising events as specified in the fund development plan to generate funds for the organization
- Identify and develop corporate, community and individual prospects for the organization's fundraising priorities
- The administration of a donor mailing list and database which respects the privacy and confidentiality of donor information
- Coordinate in-kind donations and make decisions regarding the issuing of receipts

Promote the organization

- Foster an understanding of philanthropy within the organization
- Develop a comprehensive communication plan to promote the organization to its donors and maximize public awareness of the fundraising activities of the organization
- Coordinate the design, printing and distribution of marketing and communication materials for development efforts
- Build relationships with community stakeholders to advance the mission and fundraising goals of the organization

Human resources planning and management

- Oversee the implementation of the human resources policies, procedures and practices including the development of job description for all staff
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- Recruit, interview and select staff in conjunction with the Operations Manager that have the right technical and personal abilities to help further the organization's mission.

Financial planning and management

- Work with staff and the Board (Finance Committee) to prepare a comprehensive budget
- Approve expenditures within the authority delegated by the Board
- Ensure that sound bookkeeping and accounting procedures are followed
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization as well as the status of the fundraising plan.
- Ensure that the organization complies with all legislation covering taxation and withholding payments

Risk management

- Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks
- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage
- Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage

Other

- Emergency Management Plan in coordination with community partners.
- Supervise, support and direct the Operations Manager
- Attend all staff meetings, board meetings and other meetings as appropriate

Qualifications

Knowledge, skills and abilities

- Knowledge of fundraising management
- Knowledge of federal and provincial legislation affecting charities
- Knowledge of special events planning and management
- Knowledge of the management of volunteer resources

Proficiency in the use of computer for:

- Financial / Fund raising software
- Word processing
- Databases
- Spreadsheets
- E-mail
- Internet

Personal characteristics

The Executive Director should demonstrate competence in some or all of the following:

- Excellent communication skills in both official languages as well as proven media relations ability
- Strong interpersonal conflict management and problem solving skills
- Creativity/Innovation: Develop new and unique ways to improve the finances of the organization and to create new opportunities

Experience

- 3 to 5 years of fund raising experience
- 3 to 5 years Social Service agency management

Education

- Degree or Certificate in Business Administration