

***EXECUTIVE DIRECTOR JOB DESCRIPTION***

*Use this document as a basis for your job description. Personalize, add, or delete text according to your organization’s needs. Source: HR Intervals*

**EXECUTIVE DIRECTOR**

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.

**PRIMARY DUTIES AND RESPONSIBILITIES INCLUDE:**

**Leadership**

* Participate with the Board of Directors in developing a vision and strategic plan to guide the organization.
* Proactively 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 teamwork 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.
* Oversee the efficient and effective day-to-day operation of the organization.
* 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.

**Program planning and management**

* Oversee the planning, implementation and evaluation of the organization’s programs and services.
* Ensure that the programs and services offered by the organization contribute to the organization’s mission and reflect the priorities of the Board.
* Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality.
* Oversee the planning, implementation, execution and evaluation of special projects.

**Human resources planning and management**

* Determine staffing requirements for organizational management and program delivery.
* 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 that have the right technical and personal abilities to help further the organization’s mission.
* Ensure that all staff receive an orientation to the organization and that appropriate training is provided.
* Implement a performance management process for all staff which includes monitoring the performance of staff on an ongoing basis and conducting an annual performance review.
* Coach and mentor staff as appropriate to improve performance.
* Discipline staff when necessary, using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures.

**Financial planning and management**

* Work with staff and the Board (Finance Committee) to prepare a comprehensive budget.
* Work with the Board to secure adequate funding for the operation of the organization.
* Research funding sources, oversee the development of fund-raising plans and write funding proposals to increase the funds of the organization.
* 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.
* Ensure that the organization complies with all legislation covering taxation and withholding payments.

**Community relations/advocacy**

* Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization.
* Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization.

**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.

**QUALIFICATIONS**

**Education:**

University or CEGEP degree in a related field, such as social work, human resources, finance, marketing, management or leadership, or equivalent experience.

**Knowledge, skills, and abilities:**

* Knowledge of leadership and management principles as they relate to nonprofit organizations.
* Knowledge of all federal and provincial legislation applicable to nonprofit organizations, including employment standards, human rights, occupational health and safety, taxation, CPP, EI, and health coverage.
* Knowledge of current community challenges and opportunities relating to the mission of the organization.
* Knowledge of human resources management
* Knowledge of financial management
* Knowledge of project management
* Proficiency in the use of computers for word processing, financial management, spreadsheets, e-mail and internet.

**Behavioural competencies:**

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

* *Adaptability*: Demonstrate a willingness to be flexible, versatile, and tolerant in a changing work environment while maintaining effectiveness and efficiency.
* *Ethical behaviour*: Understand ethical behaviour and business practices and ensure that your own behaviour and the behaviour of others is consistent with these standards and aligns with the organization's values.
* *Relationship development*: Establish and maintain positive working relationships with others internally and externally to achieve the organization’s goals.
* *Effective communication*: Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
* *Creativity and/or innovation*: Develop new and unique ways to improve the organization’s operations and create new opportunities.
* *Client focus*: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within organizational parameters.
* *Teamwork development*: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
* *Leadership*: Positively influence others to achieve results that are in the best interest of the organization.
* *Decision-making*: Assess situations to determine the importance, urgency, and risks and make clear decisions that are timely and in the organization’s best interests.
* *Organization*: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities
* *Planning:* Determine strategies to move the organization forward, set goals, create, and implement action plans, and evaluate the process and results.
* *Problem-solving:* Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, make recommendations, and resolve the problem.
* *Strategic thinking*: Assesses options and actions based on trends and conditions in the environment and the organization’s vision and values.

**Experience:**

Five or more years of progressive management experience in a community sector organization.

**Working conditions:**

Office environment, with frequent travel throughout the province.

**Hours of work:**

This is a full-time, permanent position, Monday to Friday, from 8:00 to 4:00, however the Executive Director is expected to work occasional evenings and weekends as required.

**Compensation:**

Consult your salary scales. Compensation for the position should be stated clearly including the position’s wage or salary, whether as a range or band, and any other direct compensation that the position is eligible for such as bonus pay, or overtime pay. Benefits such as vacation, health insurance, pension, flexible work, and other key employment policies can also be included in the job description, whether through attachments, links to relevant policies or detailed in full.

**Equity clause**

We provide equal employment opportunity for all applicants and employees and do not discriminate on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status, disability, or any other characteristic protected by local law.

We particularly encourage applications from Black people, Indigenous people, and people of colour, people with disabilities, members of the LGBTQ2+ community and those with varied areas of expertise and lived experiences.