**Job Posting Townshippers Association: Executive Director**

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**JOB POSTING**

**Are you a dynamic and visionary leader ready to make a lasting impact on the English-language minority community in the Eastern Townships of Quebec?**

If yes, we invite you to join us on this rewarding journey!

**Position summary:**

Townshippers’ Association is seeking an accomplished and passionate Executive Director to guide our organization. Reporting to the Board of Directors, the Executive Director will oversee the effective leadership and management of the organization. They will also play a pivotal role in providing strategic direction, fostering innovation and solid community partnerships, and enhancing engagement of the organization within our community by championing its diverse needs.

**Major responsibilities:**

Organizational management

* Developing and carrying out the Association’s strategic plan and policies in collaboration with the organization’s board of directors;
* Ensuring the development, approval, and follow-up of the annual action plan in function of the strategic plan and the objectives of the organization;
* Coordinating the activities of the board of directors;
* Overseeing and reporting on the organization’s results to the board of directors;
* Ensuring the preparation of accurate and timely analyses that capture and communicate financial results, variances, and performance trends;
* Coordinating and leading annual budget reviews, monthly and quarterly reviews, and periodic forecast updates in collaboration with the financial team and the Association’s treasurer;
* Providing leadership for the Association’s team and ensuring efficient and effective management of the organization’s resources while fostering a positive organizational culture;
* Ensuring the implementation of strategies aimed at retaining a diverse, highly qualified staff and volunteer base, and seeing to the provision of career coaching, growth, and personal and professional development for workers;
* Ensuring the implementation of good management practices with regards to staff coordination and engagement and the internal management structure;
* Ensuring the Association’s adherence to legal obligations.

**Program management and development**

* Planning, organizing, directing, and evaluating the organization’s operations and programs;
* Developing and implementing consistent reporting and tracking policies, procedures, and operational reporting/metrics;
* Leading the development of evidence-based grant and funding applications to support the Association’s programs and initiatives;
* Ensuring that programs and funding relationships are robust enough to meet or exceed strategic goals and objectives.

**External relations, research, and political advocacy**

* Networking and representing the Association at events, and advocating on behalf of the English-speaking community of the Eastern Townships according to the organization’s mission and mandate;
* Conducting research on the English-speaking community and maintaining an up-to-date knowledge base for the Association in collaboration with the Director of Communications

**Requirements:**

* Have an undergraduate or graduate University degree in community development, sociology, business administration, or a similar field;
* Have excellent communication skills and experience managing people;
* Be an experienced and capable leader who can help to support and guide colleagues, interns, and volunteers;
* Possess solid managerial skills and demonstrate a strong level of managerial courage;
* Possess exceptional English skills (oral and written) – most of this person’s day-to-day work will be conducted in English, with English-speaking partners and collaborators;
* Possess excellent French skills (oral and written) (bilingualism is required);
* Be a creative problem solver with a demonstrated ability to multitask;
* Have exceptional organizational and administrative skills;
* Possess strong collaborative skills, but also be able to take initiative and work independently;
* Be enthusiastic, dynamic, and flexible;
* Have a driver’s license.
* Pertinent experience in a non-profit organization will be considered a valuable asset.

**Benefits:**

The Executive Director role is based out of the Association’s head office (Sherbrooke). The successful candidate can expect to work both remotely and in the office setting, as well as to travel within the region, the province of Quebec, and in the province of Ontario to accomplish their mandate. Townshippers’ Association offers eligible employees a comprehensive collective insurance package (including dental and vision) and an optional VRSP with an annual employer contribution.

The Executive Director role is a salaried position based on a flexible, 35-hour work week. Compensation is determined based on qualifications and the Association’s current pay scales.

**How to Apply:**

Interested candidates are invited to submit a letter of intent and C.V. to the Executive Search Committee via email: job@townshippers.org. Candidates selected for an interview will receive a more comprehensive overview of the position as well as information on the interview process and next steps.

Only candidates selected for an interview will be contacted.