

Nelson CARES Society

Job Title: Executive Director

Last Reviewed: August 2016, August 2019, June 2021

Effective Date: March 1974

Reports to: Board of Directors

Preamble:

The Executive Director works within the central administration department and is an employee of Nelson CARES Society. The philosophy of the central administration department is to be carried out collaboratively and cooperatively internally and in the community. Agency values are based on social justice, inclusiveness, safety, dignity, respect for diversity, and equity. Activities are carried out within an anti-poverty, anti-oppressive and anti-violence context.

Job Summary:

The Executive Director is responsible to the Board of Directors for providing leadership and management of the Society. The Executive Director ensures that financial, human and material resources are organized and directed towards implementation of the goals and policies established by the Board.

The Executive Director is accountable for planning, organizing and evaluation of the functions of Administration, Finance, Human Resources, Public Education, Public Relations/ Volunteer Development, and Fund Raising. The Executive Director serves as a resource to the Board and assists Managers in developing strategies, goals and policies consistent with the mission of the Society.

General Duties and Responsibilities:

- Operational and strategic planning in conjunction with the Board of Directors
- Budget development and fiscal management with regular consultation on all grants, leases, and other financial matters with the Board of Directors
- Grant development and management
- Program planning, development and supervision
- Regulatory and policy compliance
- Personnel and contractual development and supervision
- Systemic advocacy efforts for the clientele of the agency services in conjunction with the Board

Essential Duties and Responsibilities:

A. Administrative Operations

- Develop goals, plans and projects to address needs of Nelson CARES Society.

- Create and maintain administrative support systems.
- Communicate and meet regularly with the Board of Directors ensuring that the Board has adequate information on agency activities to carry out appropriate decision-making.
- Research issues and prepare documents as directed by the Board.
- Communicate with the Board President to recommend items for the development of agendas and supporting packages of data.
- Collaborate with other services to ensure best practices, information sharing and capacity building occurs.
- Carry out program evaluation for the Board and funders.
- Foster and ensure technological advancement.

B. Fiscal and Fundraising Operations

- Create funding strategies, including researching, and writing grants.
- Maintain accounting and audit records.
- Provide monthly financial statements to the Board.
- Develop financial policies and procedures in collaboration with Board of Directors.
- Ensure budgets and expenditures are maintained and in line.
- Ensure grant and donor databases are up to date.

C. Housing, Asset/Property Management and Development

- Informed about development grant opportunities.
- Experience/knowledge with major complex development projects.
- Ensure that assets are managed in the short and long-term.

D. Personnel Administration

- Develop and maintain job descriptions for all personnel.
- Oversee hiring and supervision of staff.
- Develop personnel policies and procedures.
- Follow labour standards and WorkSafe legislation.
- Work within the ratified Collective Agreement.

E. Communication Community Relations

- Initiate, maintain and enhance positive community relations.
- Coordinate, vet and approve all communication from NCARES to ensure branding and appropriateness.
- Delegate appropriate staff to community committees.
- Represent Nelson CARES Society at community functions.

F. Regulatory, Policy and Contractual Compliance

- Maintain contract files and reports.
- Ensure compliance with regulatory Acts and contracts such as the Employment Standards Act, Community Care Act, Society's Act, Charitable Status Compliance, etc.
- Prepare monthly and annual performance summary reports for the Board.
- Develop and maintain a comprehensive Risk Management Plan, to be reviewed annually with management staff and the Board.
- Meet CARF Accreditation standards.

G. Other Duties

- Participate in other activities as designated by the Board within the time constraints allotted to the position and other administrative priorities.
- This job description is not intended to be understood to be a complete list of all responsibilities, duties and skills required. Duties and responsibilities may vary or change depending upon agency needs.

Skills and Qualifications:

Education, Training, and Experience:

- Preference for a master’s degree or equivalent in a Human Services related field, Administration or Leadership and Management and with a minimum of 5 years of not-for-profit agency experience.
- Proven experience with contract management, financial management of significant and complex budgets, grant/proposal development, program development, business management, and human resource management.
- Solid understanding of basic accounting concepts and financial presentation.
- Exceptional written and verbal communication skills.
- Ability to work under pressure and adapt quickly to unforeseen situations.
- Excellent planning and organizational skills.
- Ability to lead and motivate all employees.
- Familiarity with computer systems, business technology and software as well social media platforms.

Approved by: Board of Directors

Employee Signature

Date