



Executive Director
Scope of Responsibilities

205 Hall Street
Nelson, British Columbia

Background

We want to live in a caring community. Nelson CARES reaches out to support the most vulnerable members in our community by providing:

- Emergency shelter and respite service for the homeless,
- Single room accommodation and supports for people living in poverty,
- Accommodation for families and seniors living on limited resources,
- Residential living and fulltime care for adults living with disabilities referred by CLBC,
- Supports that allow seniors to age in their homes,
- Employment services and coaching for adults with developmental disabilities,
- Guidance for individuals and families navigating government and legal systems,
- Collaborating with other community service providers and funders.

The Executive Director's key responsibility is the financial and organizational health of Nelson CARES. The organizational focus is compassion for the people we serve. This includes providing opportunities for transformation in our clients' lives and providing access to supports and advocacy for the vulnerable in our community. The job is client centered.

The care and wellbeing of the staff is crucial and the Executive Director (ED) focuses on recruitment and retention methods that support program services and staff health.

The most important traits of the ED are vision, passion, collaboration and perseverance. The ED is engaged in the community and fosters partnerships with funders, staff and other agencies providing services in Nelson and area.

Job Summary

Nelson CARES operates under a governance model. The ED is responsible to the Board of Directors for providing leadership and management of the Society. The ED ensures that financial, human and material resources are organized and directed towards implementation of the goals and policies established by the Board. Currently there are 10 managers and more than 140 staff members supported by significant operational and developmental budgets.

The ED is accountable for planning, organizing and evaluating the functions of Administration, Finance, Human Resources, Public Relations, Communications and Fund Raising. The ED 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

Please see the detailed job description at: nelsoncares.ca/execdirect

Skills and Qualifications

- 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.

Compensation is commensurate with other social service agencies in the Southern Interior B.C. region.

Please refer to www.nelsoncares.ca/execdirect to see the detailed job description as well as more detailed research materials.

We thank all applicants for their interest however, only those candidates selected for an interview will be contacted.

We are conducting preliminary interviews by video conferencing. If you are selected as a candidate, we will provide more information when we contact you.

Submit your cover letter and resume via email by September 9, 2021 to: president@nelsoncares.ca