



Executive Director Job Description

Job Title: Executive Director
Reports to: The Board of Directors

Job Summary

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.

Job Duties

1. 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 Directors 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.

2. 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.

3. 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.

4. 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 descriptions for all staff.
- ? Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations.
- ? Ensure that sound recruitment interview and selection of staff procedures are followed.
- ? Ensure that all staff receives 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 on-going 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.

5. 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.
- ? Participate in fund raising activities as appropriate.
- ? 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 expenditures of the organization.
- ? Ensure that the organization complies with all legislation covering taxation and withholdings payments.
- ? Sign contracts, leases, licenses and binding agreements on behalf of the organization.

6. 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.

7. 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

- ? Early Childhood Education Diploma or Bachelor of Arts & Science or Social Work degree or a provincially recognized equivalent.

Experience

- ? Five years supervisory experience in a licensed child care.

Requirements

- ? Medical as required by local Health Department.
- ? Satisfactory Criminal Reference Check.
- ? Ability to be approved by the Ministry of Children and Youth Services

Competencies

- ? Knowledge of leadership and management principles as they relate to non-profit / voluntary organizations.
- ? Knowledge of all federal and provincial legislation applicable to voluntary sector organizations including: employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage, etc.
- ? 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.
- ? Ability to deal with non-routine situations.
- ? Ability to handle emergencies, hostile behaviours and the ability to maintain control in frustrating situations.
- ? The ability to work co-operatively with others in a team environment, while providing work direction.
- ? The ability to maintain neat and accurate records.
- ? The ability to communicate effectively both orally and in writing with children, parents, co-workers, teachers.
- ? Ability to maintain confidentiality of all information related to children, parents and staff.
- ? Ability to work flexible hours as required.
- ? Knowledge of work processing.
- ? Ability to use e-mail and the internet.

The Executive Director should demonstrate competence in the following;

- ? *Adaptability:* Demonstrate a willingness to be flexible, versatile and or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- ? *Behave Ethically:* Understand ethical behaviour and business practices and ensure that our behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.



- ? *Build Relationships:* Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- ? *Communicate Effectively:* Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- ? *Creativity/Innovation:* Develop new and unique ways to improve operations of the organization and to create new opportunities.
- ? *Focus on Client Needs:* Anticipate, understand and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- ? *Foster Teamwork:* Work co-operatively and effectively with others to set goals, resolve problems and make decisions that enhance organizational effectiveness.
- ? *Lead:* Positively influence others to achieve results that are in the best interest of the organization.
- ? *Make Decisions:* Assess situations to determine the importance, urgency and risks and make clear decisions which are timely and in the best interests of the organization.
- ? *Organize:* Set priorities, develop a work schedule, monitor progress towards goals and track details, data, information and activities.
- ? *Plan:* Determine strategies to move the organization forward, set goals, create and implement action plans and evaluate the process and results.
- ? *Solve Problems:* Assess problem situations to identify causes, gather and process relevant information, generate possible solutions and make recommendations and or resolve the problem.
- ? *Think Strategically:* Assesses options and actions based on trends and conditions in the environments and the vision and values of the organization.

Working Conditions

- ? Executive Directors usually work in an office environment, but the mission of the organization may sometimes take them to non-standard workplaces.
- ? Executive Directors work a standard work week, but additionally will often work evenings, representing the organization at public events.

Job Classification

- ? Executive Director



Performance Expectations Form

Position: Executive Director

Reports to: Board of Directors

Duties

1. Prepare a report monthly to the Board of Directors regarding corporate, human resources, legal, financial, program and health and safety operations and progress towards the strategic plan.
2. Prepare draft agenda with the Board President for each monthly board meeting.
3. Develop, review and recommend policies for the organization to the Board of Directors.
4. Appoint a designate when absent and inform all programs.
5. Prepare and present an annual plan and budget to the Board of Directors for approval in November for the following year.
6. Meet monthly with the Strategic Directions Team of the organization to keep abreast of emerging issues.
7. Support the Board in the development of a strategic plan every 3 to 5 years.