

JOB DESCRIPTION – EXECUTIVE DIRECTOR

Job Description – Executive Director

Job Title	Executive Director		
Location	Located within the NTAB catchment area, within the Kenora and Rainy River Districts		
Reports to	NTAB Co-Chairs		
Responsible to	NTAB Board of Directors		
Salary Range	\$60k - \$80k	Travel Required	Yes
Weekend/Evening Work	Yes	Percentage of Time	30%

Level/Grade	Type of position:	<input type="checkbox"/> Contractor/Consultant
	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Intern/Co-op/Summer Student
	<input type="checkbox"/> Part-time	

Summary

The Executive Director reports to the Board of Directors, and is chiefly responsible for the organization's consistent achievement of its mission and organizational objectives. The Executive Director's major mandate is to ensure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress on its goals. Other key responsibilities include program development and administration, allowing for the optimal use of organizational finances, staff and resources. This individual will also provide financial leadership by managing budgets and monitoring short and long-term strategic fiscal plans.

Core Competencies

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| <ul style="list-style-type: none"> • Communication • Policy and Procedure Compliance • Creating Positive Work Environment • Team Work • Quality Orientation • Time Management • Adaptability/ Flexibility • Creative and Innovative Thinking • Decision Making and Judgement • Planning and Organizing • Problem Solving • Result Focus | <ul style="list-style-type: none"> • Accountability and Dependability • Ethics and Integrity • Mediating and Negotiating • Providing Consultation • Leadership • Influence and motivate staff and leadership • Staff Management • Enforcing Laws, Rules and Regulations • Mathematical Reasoning • Development and Continual Learning • Knowledge of local and regional labour market information |
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Job Duties

- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization
- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
- 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
- See that the board is kept fully informed on the condition of the organization and all important factors influencing it
- Represent the programs and point of view of the organization to agencies, organizations, and the general public
- Maintains official records and documents, and ensure compliance with federal, provincial and local regulations
- Publicize the activities of the organization, its programs and goals
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization
- Work with the staff and the board in preparing a budget; see that the organization operates within budget guidelines
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- Approve expenditures within the authority delegated by the Board
- Research funding sources and write funding proposals to increase the funds of the organization
- Determine staffing requirements (volunteer and paid staff) for organizational management and program delivery
- 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
- Monitor departmental performance against goals to ensure that progress is being made, and that corrective action is taken if necessary.
- Monitor legislation, regulations, policies, and procedures applicable to organizational operations.
- Other duties as required.

Requirements

- Education in Accounting, Business, or Finance is preferred
- Minimum of 3-5 years' experience within a not-for profit organization in leadership positions
- Effective leadership skills, with a strong focus on creativity and motivation
- Demonstrated ability to manage key relationships, such as business partners, government agencies, and so on
- Able to identify key issues; creatively and strategically overcome internal and external challenges or obstacles
- 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...
- A clear and solid understanding of the issues faced by the organization
- Strong knowledge of fiscal management and responsibility, business finance, capital funding, contracts, and partnerships
- Sound understanding of risk management
- Knowledge of personnel policies, practices, and procedures
- Effective attention to detail and a high degree of accuracy
- High level of integrity, confidentiality, and accountability

- Sound analytical thinking, planning, prioritization, and execution skills
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills
- Experience creating and managing budgets
- Able to effectively communicate both verbally and in writing

Working Conditions

- Travel required
- Ability to attend and conduct presentations
- Manual dexterity required to use desktop computer and peripherals
- Long periods of sitting
- Overtime as required

Specific Accountabilities / Tasks

- Ensures all reporting functions are completed and submitted to funders on or before reporting deadlines.
- Ensures all program deliverables are met.

Skills

- Post-secondary education; Three (3) to five (5) years equivalent work experience
 - Strong organizational, problem-solving/analytical and research skills
 - Proven ability to exercise considerable professional skill, initiative and independent judgment
 - Demonstrates the ability to build cohesion with a variety of individuals and groups, including the general public, board members, and government agencies
 - Budgeting and financial planning expertise
 - Experience working with Boards
 - Thorough knowledge of labour force development models, issues and practices
 - Sound understanding of the socio-economic condition of Northwestern Ontario
 - Excellent written and verbal communication skills and computer proficiency in a variety of programs
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