



JOB DESCRIPTION

JOB TITLE: EXECUTIVE DIRECTOR

STATUS: Full-Time Position, with a six-month probationary period

COMPENSATION: \$78,000 to \$90,000 plus a generous benefits package

POSITION SUMMARY:

The Executive Director provides organizational and developmental leadership to the James Bay Community Project (JBCP), including Family Services, Seniors Services, Community Services, the Volunteer Program and the Community Closet Thrift Store.

The Executive Director provides effective staff support and supervision; implements quality improvement and accountability strategies for funders and for the Board; ensures effective contract and grant management; manages the JBCP property including negotiating tenant leases; oversees the operations of the agency's Thrift Store; and facilitates collaborative participant, volunteer, tenant and community relations. The position is also a resource to the Board of Directors in policy and accountability roles.

ORGANIZATIONAL STRUCTURE AND REPORTING:

Since the 1970's the James Bay Community Project has operated a variety of programs and services reflecting the needs of the community. JBCP is a non-profit society with an elected Board of Directors. This position reports to the Board of Directors.

The Executive Director is committed to the following:

- Excellence in service delivery, management and organizational standards;
- Integration of programs and services with effective team relations and communication;
- Partnerships with community stakeholders and organizations to determine and address community needs; and
- Establishment of sound working relationships with government, funders, donors, participants, volunteers and staff.

ROLES AND RESPONSIBILITIES:

Board Interaction

1. Ensures that the Board of Directors is well informed and prepared for its governance role.
2. Advises and assists the Board with organizational policy development and strategic direction.
3. Recommends new programs and policies consistent with the goals of the organization.
4. Implements actions as set out by Board policy and planning.
5. Attends Board and Committee meetings as a resource to the Board.
6. Acts as a liaison between Board and staff.

Strategic Planning

1. Working with the Board of Directors, helps to ensure an effective Strategic Plan for the organization.
2. Ensures Business Continuity and Risk Management plans are in place.
3. Ensures appropriate information systems are in place.
4. Ensures an accountability framework and performance measures to support the goals and reporting requirements of the organization are in place.

Program Development and Implementation

1. Working in collaboration with staff, provides leadership in developing and implementing business plans, program and services.
2. Develops and supports sound and innovative practice models and program outcome measurement.
3. Ensures that services are reflective of and responsive to the changing cultural diversity of the community.
4. Develops and maintains accountability mechanisms, ensuring appropriate service standards.

Human Resource Management

1. Fosters a positive organizational culture which attracts, retains and motivates employees and volunteers.
2. Recruits, orients, supervises and provides performance reviews for staff.
3. Delegates responsibility and authority effectively.
4. Provides mentoring and facilitates professional development and team building for staff.
5. Develops personnel policies and procedures and ensures compliance with this, the collective agreement and provincial and federal regulations.
6. Ensures proper maintenance of personnel files, administration of benefits and payroll functions.
7. Represents the organization in labour relations matters including grievance processes. Liaises with the Employer's Association regarding collective bargaining.
8. Represents the organization in health and safety matters, ensuring appropriate protocols and procedures are in place and regularly reviewed.

Equipment and Facilities Management

1. Ensures equipment, supplies, information systems and security protocols are in place to adequately support program and tenant operations.
2. Negotiates and manages facility and tenant lease contracts, including those related to the JBCP's facilities and the Community Closet Thrift Store.
3. Ensures that appropriate loss controls are in place.

Public Relations/Communications

1. Serves as an effective spokesperson for the organization, promoting JBCP's vision and principles of practice.
2. Establishes sound working relationships with funders and develops collaborative partnerships with other organizations.
3. In concert with the Board, ensures mechanisms are in place for effective community participation and information sharing.

Financial Management and Fundraising

1. Oversees the development of operating and capital budgets and ensures adequate control and accounting of funds.
2. Takes a leadership role in maintaining and growing organizational funding.
3. Negotiates and manages contracts for funding, excluded staff, facilities and services.
4. Participates with the Board in the development and implementation of organizational fundraising.
5. Ensures grant applications are prepared and accounting and reporting requirements are met.

Building Renewal Project

1. Participates and provides staff support to the Board's Building Renewal Project Committee which examines JBCP's facility renovation or redevelopment. This project is a transformative initiative to revitalize the JBCP's aging facilities and will enhance our ability to serve the community and deliver impactful programs for years to come.

QUALIFICATIONS:

Education:

- Graduate degree in social sciences, humanities or related discipline. Equivalent combination of undergraduate degree and experience considered.

Experience:

- 5-7 years management experience in a community program delivery setting and non-profit organization
- Experience in labour relations within a unionized workplace
- Experience in grant-writing, program development and contract management
- Experience in working with government ministries and health authorities
- Experience working with community coalitions and networks
- Knowledge of Greater Victoria social services sector is desirable

Knowledge, Skills and Abilities

- Demonstrated leadership abilities in participatory and innovative management
- Knowledge of program development
- Ability to prepare and submit successful grant applications
- Ability to implement and monitor current, and innovative practices in family and community programming
- Demonstrated knowledge of diversity and inclusion strategies
- Knowledge of performance measures and accountability mechanisms
- Ability to communicate effectively with staff, professionals and community groups, orally and in writing
- Ability to problem solve effectively