



POSITION DESCRIPTION: EXECUTIVE DIRECTOR

RESPONSIBLE TO: Community Social Planning Council Board of Directors

POSITION SUMMARY:

The Executive Director is responsible to the Board of Directors for implementing the vision, mission, policies and strategic plans established by the Board of Directors. The Executive Director oversees the efficient and effective day-to-day operation of the organization.

The Executive Director shall have the following specific responsibilities.

SPECIFIC RESPONSIBILITIES:

A. STRATEGIC PLANNING AND ORGANIZATIONAL LEADERSHIP

- i) Anticipates and informs the Board of Directors on trends, issues and activities of concern to the citizens of BC's Capital Region and relevant to the Community Social Planning Council.
- ii) Participates with the Board of Directors in developing a vision and strategic plan to guide the organization.
- iii) Identifies, assesses, and informs the Board of Directors of internal and external issues that affect the organization
- iv) Develops opportunities to generate revenue through partnerships, grant writing and social enterprise initiatives.

B. HUMAN RESOURCES

- i) Creates a positive, safe and healthy work climate that is appropriate to attract and retain high calibre personnel.
- ii) Recruits, develops and retains a strong team.
- iii) Provides leadership and motivates staff, volunteers, consultants and students toward the attainment of the Community Social Planning Council's mission, values and goals.
- iv) Determines the staffing requirements to maintain a sound organizational structure that facilitates the accomplishment of Community Social Planning Council goals.

- v) Ensures that each employee has a clear definition of responsibilities and an ongoing performance development plan.
- vi) Encourages professional development and skills upgrading of staff members.
- vii) Oversees the effective administration of all personnel policies in order to promote favourable employee relations. Resolves matters of policy interpretation
- viii) Implements and oversees equity policies to ensure representation of designated groups amongst staff and volunteers.

C. EXTERNAL RELATIONS

- i) Enhances the Community Social Planning Council's profile by actively liaising with key people in various community agencies, businesses and all levels of government who have a direct or indirect interest or responsibility to enhance the quality of life in BC's Capital Region.
- ii) Oversees the development of communications strategies. Serves as a visible link between the Community Social Planning Council, the media and the general public. Acts as or designates a spokesperson for the Community Council. Consults with the Board on media management of high profile or contentious issues.
- iii) Initiates, develops and maintains a collaborative relationship with other community-based organizations and partners from diverse sectors.
- iv) Liaises with professional colleagues and counterpart organizations at the federal, provincial and municipal levels. In doing so, keeps abreast of changes and developments in other jurisdictions.

D. OPERATIONAL AND PROGRAM MANAGEMENT AND PLANNING

- i) Establishes organizational structures and administrative systems appropriate for planning, building, implementing and monitoring Community Social Planning Council activities. Monitors Community Social Planning Council activities and makes changes when necessary to ensure consistency with Board policy. Reports back to the Board on goals and achievements.
- ii) Prepares annual operational plans for Board approval and supports the creation of organizational policy.
- iii) Ensures that potential risks to the organization have been identified, that there are policies in place to help minimize those risks and that board is kept informed about potential risks and the measures in place to minimize them.
- iv) Monitors activities and accomplishments ensuring timely follow-up; deadlines are met; detailed reports are prepared; critical analysis; financial information controls.
- v) Arranges contractual relationships with consultants, contractors and other service providers.

- vi) Drafts policies for Board approval and prepares procedures to implement the organizational policies; reviews existing policies on an annual basis and recommends changes to the Board as appropriate.

E. FINANCIAL PLANNING AND MANAGEMENT

- i) Works with staff and the Board (Finance Committee) to prepare a comprehensive budget.
- ii) Works with the Board to secure adequate funding for the operation of the organization.
- iii) Researches funding sources, oversees the development of fund raising plans and writes funding proposals to increase the funds of the organization.
- iv) Participates in fundraising activities as appropriate.
- v) Approves expenditures within the authority delegated by the Board.
- vi) Ensures that sound bookkeeping, payroll and accounting procedures are followed.
- vii) Administers the funds of the organization according to the approved budget and monitors the monthly cash flow of the organization.
- viii) Provides the Board with comprehensive, regular reports on the revenues and expenditure of the organization.
- ix) Ensures that the organization complies with all legislation covering taxation and withholding payments

F. WORKING CONDITIONS

The Executive Director works a standard work week, however must be flexible to work non-standard hours (e.g. breakfast meetings, evening meetings, weekend events). These hours are to then be taken as lieu time.

KNOWLEDGE, SKILLS AND ABILITIES:

The Executive Director integrates and applies an understanding of:

- i) Leadership: Brings vision, inspiration and strategic thinking that stimulates the best efforts in others, generates cooperation and commitment, and encourages full participation.
- ii) Research: Is knowledgeable about research and evaluation theory, practice and methodologies that lead to positive social change.
- iii) Planning and Organizing: Determines strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.

- iv) Revenue Generation and Business Development: Generates social enterprise and business development opportunities and has effective grant writing experience.
- v) Collaborative Community Building: Integrates these principles and best practices into all aspects of Community Social Planning Council business and internal and external operations.
- vi) Building Relationships: Establishes and maintains positive working relationships with others including community leaders, board, staff, volunteers, members and partners to achieve the goals of the organization.
- vii) Communications: Demonstrates experience in development and implementation of organizational and strategic communications strategies.
- viii) Financial Management: Demonstrates strong fiscal management and budgeting skills.
- ix) Fundraising: Applies current and effective fundraising strategies.
- x) Teamwork: Understands and works toward the goals of the organization; supports the organization's mission; shows spirit of cooperation with others in carrying out the work of the organization.
- xi) Problem Solving and Decision Making: Can gather and analyze information, examines alternatives and recommendations; implement effective solutions; uses sound judgement in day-to-day decisions and unusual situations.
- xii) Implementation: Effectively integrates the implementation, management and evaluation of the Community Social Planning Council's programs and projects to ensure goals are achieved.
- xiii) Adaptability: Demonstrates a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.

Approved June 2010