

## **POSITION SUMMARY:**

The Executive Director

- Is the chief Staff position at SOWINS
- Is responsible for providing the leadership and direction necessary for the successful management of SOWINS consistent with the strategic plan set by the Board of Directors.
- Is responsible for developing and managing new initiatives as well as enhancing, strengthening and managing existing programs.
- Is responsible for developing and maintaining external relationships, while overseeing fundraising, communications, social enterprises and public education.
- Is responsible for facilities operation, the functions of administration, financial, material and human resources, ensuring that resources are administered in a manner that support the mission of SOWINS being met.
- Is responsible for implementing all measures necessary to ensure client safety and the safety of Staff, volunteers and contractors.
- Is familiar with and complies with the BC Society Act and other relevant legislation.
- Is familiar with and complies with the Society's Constitution, By-laws and Policy.
- Serves as a resource to the Board and to the Staff in developing and implementing strategies and policies consistent with the mission of the Society.

## **REPORTING RELATIONSHIPS**

The Executive Director is accountable to and reports to the Board of Directors.

Program Managers, Administrative Managers, and Outreach Workers report directly to the Executive Director.

## **KEY DUTIES AND RESPONSIBILITIES**

### **Internal**

#### **Leadership**

The Executive Director is the key organizational leader, and in this role, will:

- Serve as Head Supervisor to all Staff and as the liaison with the Board.
- Provide leadership, direction and support to SOWINS' Staff and Management through effective communication, goal-setting, delegation and performance evaluations.
- Identify and develop priorities in conjunction with the Board and the management team.
- Facilitate the successful development and implementation of the Strategic Plan.
- Identify and mitigate risks, seek opportunities for enhancing outcomes and ensure ongoing implementation of objectives.
- Encourage harmonious relationships between Board, Staff, Clients, and Community through effective communications.

## Financial Management

The Executive Director is responsible for sound financial management and control, budget preparation and forecasting in accordance with all pertinent legislation and policy, and therefore will:

- Prepare financial plans and annual operating budget for Board approval.
- Develop annual program and project budgets in collaboration with program Staff.
- Manage the efficient and effective use of the agency's resources.
- Participate in the Finance Committee to ensure understanding of current financial position.
- Act as a signing officer for the agency
- Oversee all accounting functions, including payroll, financial reporting and remittances to government and funding agencies.
- Provide information to the agency's auditor regarding preparation of annual financial statements.

## Program/Service Development and Accountability

The Executive Director will work to develop each of the program areas. Towards this planning, the Executive Director will:

- Maintain an overview which ensures that all plans and practices fit with overall goals set by the Strategic Plan.
- Design and develop programs and services that meet contract expectations and guidelines and/or that address one or more of the Society's planned initiatives.
- Ensure all programs and services comply with contractual parameters.
- Ensure provision of regular statistical program reporting to Board and funders.
- Conduct an annual evaluation of all programs and services.
- Collaborate with other service organizations to ensure best practices, information sharing and capacity building.
- Develop and maintain administrative support systems as needed by the Society
- Oversee and ensure risk management policies and procedures are in place to protect the agency, employees and/or volunteers from liability and other claims.
- Establish and ensure that all professional, licensing and Imagine Canada Standards requirements are in place to satisfy legal, regulatory and other requirements.
- Ensure agency's equipment and facilities are managed effectively and efficiently.

## Human Resources

The Executive Director will ensure the effective management of the human resources of the organization. To do this, the Executive Director will:

- Be familiar with the agency's personnel policies, Employment Standards Act, Collective Agreement and all relevant legislation.
- Implement the terms and conditions of the collective agreement and consult with the Community Social Service Employers' Association (CSSEA).
- Provide leadership to Staff, build a strong and collaborative team, facilitate open lines of communication, ensure ongoing development, recognition and appreciation.
- Develop job descriptions and annually review and adjust if necessary.
- Ensure Staff are informed and knowledgeable about operational policies and procedures and their implications and relevance to agency operations.

- Ensure Staff have and maintain the required knowledge, skills, and abilities to carry out their duties.
- Ensure new Staff are oriented to programs, policies and procedures, including their terms and conditions of employment.
- Ensure Staff are adequately supervised and supported in their work.
- Implement and manage an annual performance review process for all Staff.
- Oversee recruitment and hiring processes.
- Deal with Staff honestly and fairly and maintain open communication.

## **Operations and Facilities Management**

The Executive Director will manage the day-to-day operations of SOWINS and, with the management team, will:

- Develop and manage annual capital and maintenance plans to ensure that property is maintained in a state of good repair.
- Coordinate maintenance and capital purchase required throughout the Society.
- Initiate and/or supervise financial changes or extensions, together with the Finance Committee.
- Ensure that facilities comply with all applicable health and safety standards, including fire regulations and building codes, and all other relevant codes.

## **Board Support, Society Administration and Governance:**

- Develop and implement strategic plans in collaboration with the Board and Staff.
- Develop and implement administrative plans in collaboration with the Board and Staff.
- Recommend and develop relevant policies with Policy Committee. Implement policies and procedures.
- Ensure the agenda and supporting reports for Board meetings are provided to Board members prior to monthly meetings.
- Attend Board meetings.
- Communicate with the Board of Directors in a concise, clear, comprehensive manner, to ensure that the Board has adequate information on Society activities to carry out effective decision making.
- Participate in meetings of the Board's standing committees as required.
- Participate in other administrative functions as designated by the Board.
- Attend and report at Annual General Meetings.

## **External**

### **Communication and Community Relations**

The Executive Director works in collaboration with the Board of Directors and management team to:

- Maintain communication of SOWINS' needs and value to the community.
- Represent SOWINS at all relevant community and fundraising events.

- Represent SOWINS on relevant community and/or regional committees or initiatives occurs.
- Conduct activities such as interviews, news releases and newsletters to assist in proactive communication through the media are undertaken and appropriate responses are made to media inquiries.
- Maintain a positive image and relationship with local, provincial and federal agencies and their representatives.
- Communicate with area, provincial and federal legislators as appropriate.
- Lobby in a non-partisan manner for client / Society needs.
- Collaborate with other community social agencies.

The Executive Director, with the Public Relations Committee, will develop and manage an annual public relations plan to:

- Coordinate public relations efforts and ensure unified messaging.
- Initiate and/or supervise updating of informational and promotional materials.
- Ensure that SOWINS' programs and the agency's profile are strategically promoted.

The Executive Director will:

- Act as the organization's spokesperson.
- Promote SOWINS' mission and increase community awareness of SOWINS and its services.
- Identify and participate in events that will effectively establish community relations and enhance the organization's visibility.
- Actively participate in professional association activities as appropriate.
- Establish working relationships with a broad range of community groups, all levels of government and other organizations to work toward common objectives.
- Represent SOWINS on appropriate committees, networks and joint projects.

## **Fundraising**

The Executive Director, with the Fundraising Coordinator, will develop and manage an annual fundraising plan to:

- Diversify and coordinate fundraising efforts
- Ensure recruitment and stewardship of donors
- Oversee development of social enterprise opportunities

## **Contract Administration**

The Executive Director is responsible for contract negotiations and for ensuring that contractual obligations are met. To do this, she will:

- Review, negotiate and renew all contracts and extensions.
- Be familiar with all contractual obligations and commitments of the Society.
- Liaise and develop effective relationships with funding sources and regulatory bodies and ensure the submission of required reports and contract timelines are met.
- Research, develop and submit funding proposals and applications for funding from government and other sources.

## **BEHAVIOURAL COMPETENCIES:**

1. Is decisive, able to reach timely decisions and initiate action appropriately.
2. Follows through on commitments, obligations for projects and Staffing needs, according to SOWINS mission, goals, and overall philosophy of the Board and the Society.
3. Deals with Staff honestly and fairly and maintains open communication with Staff.
4. Plans and organizes time effectively and efficiently.
5. Uses common sense and good judgment in business transactions.
6. Represents SOWINS in a positive and professional manner.
7. Accepts public criticism and responds appropriately.
8. Is entrepreneurial.
9. Follows up on all problems and issues brought to her attention.