

Position Title: Executive Director

Location: Grey Bruce, Ontario.

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The Company: Our client is a non-profit organization for residents with a diversity of complex needs. This organization operates a complex of facilities consisting of a large residence situated in a unique pastoral setting near Holland Centre, Ontario, apartments located in Hanover and Owen Sound, and also an Outreach program for those who need assistance at home. This organization is passionate about providing excellent care to its clients and assisting them to live their lives in their homes to the fullest extent possible.

The Role:

The Executive Director heads the Leadership Team and manages the overall administration of the organization in accordance with the strategic direction and policies set forth by the Board, in compliance with the Ministry of Health (SW LHIN) and Community of Social Services and Housing (MCSS).

The Executive Director will be a collaborative leader, one who inspires the best from among all members of the organization, and one who enthusiastically advocates the organization's mission to the general public as well as to government and private funders and supporters.

Qualifications:

EDUCATION: Must have a Bachelor's Degree (Master's Degree preferred) from an accredited University in areas such as Business Administration and/or Health and Social Services.

EXPERIENCE: 3 - 5 years in management in organizations dedicated to supporting persons with complex needs; significant experience in a not-for-profit organization, preferably one with government funding.

KNOWLEDGE, SKILLS AND ABILITIES

- Proficiency with Information Technology i.e. word processing, Excel spreadsheets, e-mail, internet and experience with fundraising databases.
- Proficiency in financial management.

- Demonstrated track record in community outreach and fundraising initiatives.
- Management experience in a unionized workplace.
- Knowledge of Ontario Ministry initiatives and legislative changes affecting organizations such as ours.
- Knowledge of all federal and provincial legislation applicable to the charitable sector including employment standards, human rights, occupational health and safety, charity reporting standards, taxation, CPP, EI, health coverage.

QUALITIES: In carrying out the role of the Executive Director, our ED demonstrates the following qualities:

- Collaborative Team-builder and motivator, able to build and maintain positive working relationships both internally and externally;
- Positive and effective communicator in oral, writing and listening skills;
- Strong but compassionate leader, who will positively influence others to achieve results that are in the best interests of the organization;
- Effective multi-tasker, organized, adaptable and versatile in a changing work environment;
- Accountable decision-maker;
- Role model, exemplifying the highest degree of ethical conduct and professionalism in all areas of his/her jurisdiction.

Primary Responsibilities:

CLIENT FOCUSED CARE

- Decision-making done with the client's best interests first;
- Anticipate, understand and respond to the life choices of every client of the organization where possible;
- Promote respect in all dealings with clients and families, and maintain the caring approach for which the organization is known.

MANAGEMENT

- Promote excellence in the day to day operation of the organization;
- Track and monitor the quality of the programs on an ongoing basis;
- Initiate a robust volunteer program;
- Promote a professional work ethic among Managers, Staff and Union Leaders;
- Coach and mentor members of Leadership Team;
- Conduct performance reviews of Management staff including timely feedback, and formal annual performance review;
- Ensure the performance management process for all employees includes timely feedback for performance and annual formal performance reviews;

- Discipline employees when necessary using a progressive system; release employees if necessary using appropriate and legally defensible procedures with the assistance of Human Resources;
- Ensure all employees receive an orientation and opportunities for ongoing training within the organization;
- Participate in Contract Negotiations;
- Ensure the security and protection of all confidential files and reports;
- Implement and update security measures for residents and staff, including privacy of information. Evaluate on an annual basis and following any breach;
- Ensure all Health & Safety Measures are current and kept up to date;

BOARD

- Report to and advise the Board on all aspects of activities and issues both internal and external that impact the organization;
- Assist the Chair of the Board on request;
- Conduct official correspondence on behalf of the Board as is appropriate and jointly with the Board when appropriate;
- Participate in Ministry based Committees and Initiatives;
- Implement all aspects of the Strategic Plan and Board Policies;
- Observe the mandate for Strict Confidentiality.

FINANCE

- Work with Leadership Team, Finance Department and Board Finance Committee to develop a comprehensive budget for Board approval;
- Administer the funds of the organization according to the approved budget. Work with Finance Department to ensure all necessary requirements are met and expenditures are approved within the Board-approved scope of authority;
- Ensure that all legislation covering taxation, benefits, and withholding payments in conjunction with SW LHIN and MCSS in particular is adhered to.
- Monitor and report the monthly financials with the Finance Committee to the Board for approval;
- Work with Finance Department and Fundraising Director, keeping the Board informed, to search out additional funding for the organization through donations, fund raising activities and grant proposals;
- Ensure that sound book-keeping practices and accounting procedures are followed.
- Work with Finance Department to prepare comprehensive report in readiness for annual audit of revenues and expenditures;

PUBLIC RELATIONS

- Establish and maintain good public relations with community, media, stakeholders, politicians, to help achieve the goals of the organization;
- Attend community events collaboratively with the Board to enhance the profile of the organization;
- Carry out speaking engagements on behalf of the organization as required;
- Communicate with stakeholders to keep them informed of the work of the organization, and identify trends occurring in the community served by the organization;
- As an ambassador for the organization, highlight the good works of the organization wherever and whenever possible.

WORKING CONDITIONS

- This is primarily an office environment within a heated/air-conditioned building.
- Some travel for purposes of the organization may be required.
- Public speaking engagements for the purposes of raising awareness of the organization and/or fundraising is required.
- A standard fulltime work week (M-F) is expected, however flexibility is required for occasional evening or weekend events.