

**COMMUNITY COUNSELLING & RESOURCE CENTRE
JOB DESCRIPTION**

JOB TITLE: Executive Director

SUPERVISOR: The Board of Directors

POSITION SUMMARY:

To provide advice to the Board of Directors in the development of agency vision, mission, values, strategic direction and policies. To lead agency staff in implementing programs and services to meet the agency's vision, mission, values and strategic directions. To lead the day-to-day business operations of the Agency, ensuring that agency programs and services are carried out efficiently and effectively. To provide oversight to agency fundraising, communications and marketing so that the agency maintains a strong and positive community profile.

HOURS: 35 hours per week, flexible

SALARY: As negotiated and approved by the Board

QUALIFICATIONS:

Minimum of M.S.W. or academic equivalent and a minimum of five years' management experience in a field related to family services.

MAJOR DUTIES:

Board of Directors:

1. To work with the Board and Board Committees in an advisory, reporting and consultative role.
2. To assist the President of the Board to arrange appropriate meetings and prepare meeting agendas.
3. To prepare financial, service and other reports as necessary and/or requested for the Board.
4. To provide background data and advice on policy matters.
5. To assist the Board in Nominations and making arrangements for the Annual General Meeting.
6. To ensure that the Board has access to information and staff required to carry out its mandate.
7. To attend Board Committees, as required and ensure staff support is available to support them.

Service Development and Delivery:

1. To form a Leadership Team representing all agency managers and lead this team.
2. To ensure, with the Leadership Team, that existing programs operate in such a manner that they meet agency strategic goals, are operated efficiently and comply with legislation and accreditation standards
3. To identify new services which are appropriate to community needs.
4. To develop proposals and budgets for new services for review and approval by the Board.
5. To identify new funding sources.
6. To negotiate contracts for new and ongoing services.
7. To implement service programs approved by the Board.
8. To promote and support volunteer involvement in the agency. .
9. To ensure thorough planning, implementation and evaluation of programs and the financial viability of operating budgets.

Human Resources:

1. To oversee the hiring of staff for positions approved by the Board.
2. To review, implement and administer the human resource policies of the Board and to advise the Board where changes are recommended.
3. To review and approve job descriptions for all agency staff positions.
4. To work with the Leadership Team to assign staff to positions.
5. To ensure that there is adequate orientation, consultation, evaluation and supervision for all staff with particular reference to direct service, community relations and caseload and program management.
6. To carry out the termination of employment of staff as required in a manner consistent with the human resources policies of the agency and with the approval of the Board of Directors.
7. To review the conditions of employment (Health & Safety Act) regularly and to monitor environmental issues related to job performance.

Finances:

1. To advise the Board of the present and projected financial circumstances, opportunities of the agency.
2. To work with the Leadership Team to prepare program and overall agency budgets for approval by the Board and monitor financial transactions to ensure adherence to budgets.
3. To review with the Board future funding requirements and work with the Board to meet these requirements.
4. To initiate and maintain fiscal restraint in administrative expenditures.

Community Liaison:

1. To represent the agency in the community at public functions, conferences, committees and in the media.
2. To maintain a positive liaison with community services and partners.
3. To maintain a positive liaison with municipal and provincial governments, United Way and other organizations involved in planning, funding and delivering social services.

National and Provincial Liaison:

1. To maintain liaison with national and provincial bodies relevant to agency programs, directly and through the Leadership Team.
2. To maintain accreditation with the Canadian Centre for Accreditation (CCA) and Credit Counselling Canada
3. To attend national and provincial conferences and workshops as required.

Communications, Marketing and Fundraising:

1. To provide advice to the Board and staff in developing agency short and long-term strategies for communications, marketing and fundraising.
2. To work with the Board in developing, implementing and evaluating agency communications and fundraising plans.
3. To oversee the development of agency communications materials to ensure adherence to agency communications plans and protocols.
4. To ensure the distribution of communications materials to agency members, community partners, referral agencies, funders and others with an interest in the agency.
5. To implement, through the Leadership Team and Board, agency strategies for communications, marketing and fundraising.

Government / Funders Liaison:

1. To develop and maintain positive relationships with the appropriate government and funding agencies.

Approved by: CCRC Board of Directors

Approval Date: February 23, 2017

Revised: October 25, 2018