

Executive Director Job Description

December 2017; Excluded Management; Squamish, BC

Role Overview

With the upcoming retirement of our current Executive Director (ED), we are recruiting for a new leader to build on our 35-year track-record of quality community services in pursuit of our vision, for all individuals in the Sea to Sky Corridor to have opportunities to grow, develop, and lead meaningful lives. The next ED will leverage our considerable strengths to amplify our community impact, enhancing the quality of life of individuals and families from Squamish, Whistler, and Pemberton, and the many smaller communities in the Corridor.

A collaborative and visionary leader, the ideal candidate is also a skillful not-for-profit manager with strong financial acumen. While empowering and motivating a committed management team, the ED's strategic orientation and superior relationship building skills will encourage new insights and support innovative approaches. Flexible and adaptable by nature, the ED will assure success in navigating the complexity of the diverse and far-reaching programs of the over \$9mil annual operating budget and a team of approximately 166 union and 14 excluded staff.

For more information about the scope of our programs and to explore our vision and mission, please visit www.sscs.ca.

Responsibilities

Reporting to the Board of Directors, the ED is ultimately accountable for all aspects of SSCS operations. The key responsibilities are:

Leadership & Partnerships

- Foster effective team work between the Board and the ED and between the ED and staff.
- Working closely with the Board of Directors, shape and maintain the vision, mission, values, and strategic goals.
- Identify, assess, and communicate to the Board of Directors any internal and external issues that affect the organization.
- Communicate and network to ensure SSCS has a respected public profile, serving as key spokesperson for the organization.
- Communicate with stakeholders to keep them informed and engaged and promote the agency's services, funding needs, and value to community.
- Establish and maintain effective relationships with senior and other management staff, clients and stakeholders, funders and partners, volunteers, community groups, etc.

- Represent the agency within the Sea to Sky Corridor communities as well as at the Provincial level, participating on various task forces, working groups, and other community groups as an agency advocate.

Financial Planning & Management

- Ensure all financial aspects of SSCS's operations are managed in a responsible manner.
- Work with the Finance Director to assure relevant and current financial policies and practices to support strong financial management.
- Communicate necessary financial information and reports in a timely manner to the Board.
- Work with senior management team members to prepare the annual budget and operating/management plans for board consideration and approval.
- Shape the direction and success of the Fund Development Plan.
- Analyze statements and cost control reports for expense or funding challenges and work with the Finance Director and responsible staff to discuss and resolve significant variances.
- Approve expenditures within the authority delegated by the Board.

Operational Planning and HR Management

- In alignment with the strategic plan, organize, direct, and control the long term, general, and day-to-day operations, administration and facilities management, providing services through a team of reporting directors/managers.
- With the management team, establish and implement management and HR policies necessary to support the objectives of the agency including labour relations issues related to hiring, performance appraisal, discipline, grievance resolution, arbitrations, and discharge.
- Participate in union negotiations.
- Oversee the planning, implementation, and evaluation of programs.
- Establish a positive, healthy, and safe work environment which encourages high staff engagement.

Risk management

- Oversee and ensure risk management policies and procedures are sufficient to protect the agency, employees, and/or volunteers from liability and other claims.

- Ensure all professional, licensing, or other accreditation requirements are in place to satisfy legal, regulatory, and other requirements.
- Manage and participate in the negotiation of major service contracts, funding agreements, property and liability insurance policies and similar agency wide agreements.

Education, Knowledge and Experience

- A Master's degree or higher in a related discipline (equivalent experience and education will be considered).
- Seven or more years in senior leadership and management roles, within organizations of comparable size and scope.
- Knowledge of the not-for-profit sector in BC, in particular community social services and/or health.
- Significant first-hand experience working directly with a board of directors (or similar governance body), or as a member of a board of directors.
- Experience managing within and meeting (or exceeding) financial targets.
- Experience with public relations, government relations and/or public speaking.
- Experience with 3rd party accreditation processes (e.g., [CARF](#)) is an asset.
- Experience in labour relations/working within a union environment is an asset.
- First Nations/Indigenous cultural competence and/or relationships is an asset.
- Experience in the for-profit environment is an asset.

Please submit your application through the Charity Village posting

<https://charityvillage.com/app/job-listings/9d74a502-12e4-e711-80d1-14187768272a>

no later than 4:30pm on Sunday, January 21, 2018. Your application must include a cover letter and resume or curriculum vitae. In your cover letter please ensure you explain how your education, knowledge, and experience meets the requirements we are seeking as outlined in the job description.

Based in Squamish, BC, this job offers a competitive salary and generous benefits package, including a defined benefit pension plan, MSP premium, extended health and dental, long-term disability insurance, and life & accidental death and dismemberment insurance. This role requires occasional evening and weekend work.

If after reviewing the job description you have questions about this opportunity, please contact Maria Turnbull, Associate Executive Director of Vantage Point, at mturnbull@thevantagepoint.ca. [Vantage Point](#) is providing advisory and project management support to the SSCS board through the board-led ED recruitment and selection process.

