



**Campbell River and District
Association for Community Living**
“Helping People Help Themselves”

LEADERSHIP EMPLOYMENT OPPORTUNITY

EXECUTIVE DIRECTOR

LOCATION:

Campbell River, British Columbia, on the east coast of beautiful Vancouver Island. The Campbell River and District Association for Community Living (www.cradacl.bc.ca) has been a part of Campbell River since 1961; an organization conceived by parents looking to meet the needs of their children with intellectual or developmental disabilities (IDD) in the community, and as they all aged. This position will require intermittent travel to various locations throughout the Province to attend meetings and functions relating to the interests of the Association.

JOB OVERVIEW:

Accountable to the Board of Directors, the Executive Director is a solutions-focused, strategic leader who serves as the public face of the organization and is responsible for promoting Campbell River and District Association for Community Living to donors, volunteers, stakeholders, and the public at large. This role is responsible for the overall direction and management of CRADACL as well as representing the organization on a local and provincial level.

The Executive Director oversees CRADACL’s operations, ensuring high quality services, a smooth functioning organization, and has a vision for the growth and development of the Association.

The Executive Director models respectful, and ethical conduct, champions best practices throughout the entire organization and provides direction and leadership to ensure that the organization’s programs and services contribute to its mission and reflects CRADACL’s priorities and long-term goals.

KEY AREAS OF RESPONSIBILITY:

- ❖ **Oversee CRADACL’s programs and services:**
 - Ensuring that employees remain focused on delivering high-quality, client-centered services and fulfilling role mandates, key accountabilities, and reporting requirements.
 - Modeling respectful, professional, and ethical conduct, leading the management team and fostering a positive culture and environment in the workplace.
- ❖ **Lead in maintenance and meeting of CARF Standards and Accreditation:**
 - Ensure that CRADACL complies with operational policies, all applicable regulations, industry best practices, the collective agreement, ethical codes of conduct, and accreditation standards.
 - Lead the development and implementation of required accreditation plans.
- ❖ **Reporting to the Board of Directors:**
 - Ensuring that information and advice to the Board will be timely, competent, and accurate.
 - Supporting the Board’s strategic plan, vision and policy development initiatives.

- ❖ Manage CRADACL's business operations:
 - Ongoing development and implementation of the organization's business plan; effectively and efficiently manage CRADACL's financial resources, and budget.
 - Establish and maintain key donor relations; develop and optimize strategic fundraising efforts.
 - Implement CRADACL's Mission, Vision, and Service Values; guiding the organization and ensuring its resources are managed effectively and transparently.
 - Maintain and effectively promote the public image, awareness and character of the Association.
 - Represent CRADACL at local and provincial levels, partnering and collaborating with like-minded organizations, ensuring that the organization is collaborating with partners and agencies and is a competitive leader in the developmental services field.

COMPENSATION AND BENEFITS:

- ❖ A competitive compensation package will be provided including an attractive base salary and excellent benefits. Further details will be discussed in a personal interview.

THE PERSON:

The Executive Director will be a visionary leader who will expand on the existing foundation of the Campbell River and District Association for Community Living and will be a competent administrator directing and refining all programs, contracts, supports, and resources to enhance the client experience and the organizations' Mission.

KNOWLEDGE, SKILL, AND ABILITIES:

- ❖ University degree in business management, social services, or equivalent combination of training and experience;
- ❖ Proven achievement in leadership, management, and operational experience;
- ❖ Competent computer skills: data entry, data processing, communication, and reporting;
- ❖ Experience in working with individuals with diverse abilities;
- ❖ Command of complex contract negotiation and administration skills;
- ❖ Experience in human resources management, ideally in a unionized setting;
- ❖ Experience in policy development;
- ❖ Proficiency in financial management with an understanding of budgeting, forecasting, and analysis;
- ❖ Experience working with, and reporting to a Board of Directors.

PERSONAL CHARACTERISTICS:

- ❖ **LEADERSHIP:** Achieves desired organizational results by encouraging and supporting the contribution of others; a proactive and positive team player who acts with a sense of urgency and leads by example; sets and communicates clear goals and expectations.
- ❖ **ACCOUNTABLE:** Holds self and others accountable for responsibilities; focuses on results and measuring attainment of outcomes in a business focus. Willingly engages in self-evaluation and performance measurement, and sets an example for the management team to follow.
- ❖ **STRATEGIC:** Develops/Implements a plan in support of organizational strategic direction. Demonstrates an understanding of the link between job responsibilities and overall organizational goals and needs, and performs one's job with the broader goals in mind.
- ❖ **INTEGRITY AND HONESTY:** Demonstrates a resolute commitment to and respect for the rules and core values of the organization, setting an example of professionalism and ethical propriety.

- ❖ **CREATIVITY AND INNOVATION:** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new, cutting edge programs/processes.
- ❖ **EFFECTIVE WORKING RELATIONSHIP:** Treats colleagues, staff, and consumers with respect; resolves conflicts respectfully in a timely manner, negotiates effectively, provides effective feedback to colleagues and employees. Works in a team environment rather than a 'top-down' environment.
- ❖ **COMMUNICATION:** Clearly presents transparent and open written and verbal information and writes with clarity and purpose on various platforms including up-to-date technology and software programs; communicates effectively in both positive as well negative circumstances; listens well.
- ❖ **CLIENT FOCUSED:** Anticipates, responds, and attends to the needs of persons served, and other internal and external stakeholders of the organization.

JOB DESCRIPTION AVAILABLE UPON REQUEST

DEADLINE FOR SUBMISSION: FEBRUARY 29, 2020

EXPECTED DATE OF HIRE: APRIL 1, 2020

APPLY IN CONFIDENCE TO:

Campbell River and District Association for Community Living
Board of Directors – Attention: T. Cranton, President
1153 Greenwood Street
Campbell River, BC V9W 3C5
board@cradacl.bc.ca

JOB DESCRIPTION: EXECUTIVE DIRECTOR

JOB OVERVIEW:

Accountable to the Board of Directors, the Executive Director is a solutions-focused, strategic leader who serves as the public face of the organization and is responsible for promoting Campbell River and District Association for Community Living (CRADACL) to donors, volunteers, stakeholders, and the public at large. This role is responsible for the overall direction and management of CRADACL as well as representing the organization on a local and provincial level. The Executive Director will be a visionary leader who will expand on the existing foundation of the Campbell River and District Association for Community Living and will be a competent administrator directing and refining all programs, contracts, supports, and resources to enhance the client experience and the Association's Mission. The Executive Director oversees CRADACL's operations, ensuring high quality services, a smooth functioning organization, and a vision for growth and development.

The Executive Director models respectful, ethical conduct and champions best practices throughout the entire organization providing vision, direction and leadership to ensure that the Association's programs and services contribute to its mission and reflects CRADACL's priorities and long-term goals.

KEY AREAS OF RESPONSIBILITY:

The Executive Director will:

Oversee CRADACL's programs and services:

Ensure that employees remain focused on delivering high-quality, client-centered services and are fulfilling role mandates, key accountabilities, and reporting requirements.

Model respectful, professional, and ethical conduct, leading the management team and fostering a positive workplace culture and workplace environment, that will be sought after and attract new employees.

Lead in the maintenance of meeting CARF Standards and Accreditation:

Ensure that CRADACL complies with operational policies, all applicable regulations, industry best practices, the collective agreement, ethical codes of conduct, and accreditation standards.

Lead in the development and implementation of required accreditation plans.

Report to the Board of Directors:

Ensure that communication of information and advice to the Board will be timely, competent, succinct and accurate.

Support the Board's strategic plan, vision and policy development initiatives.

Manage CRADACL's business operations:

Ongoing development and implementation of the organization's business plan; effectively and efficiently managing CRADACL's financial resources, and budget.

Establish and maintain key donor relations and optimize strategic fundraising efforts.

Implement CRADACL's Mission, Vision, and Service Values; guiding the organization and ensuring that its resources are managed effectively and transparently.

Maintain and effectively promote the public image, awareness, and character of CRADACL.

Represent CRADACL at local and provincial levels, partnering and collaborating with like-minded organizations, ensuring that the organization is collaborating with partners and agencies and is a competitive leader in the developmental services field.

KNOWLEDGE, SKILL, AND ABILITIES:

The Executive Director will hold and exhibit the following credentials and skills:

University degree in business management, social services, or equivalent combination of training and experience;

Proven achievement in leadership, management, and operational experience;

Competent computer skills: data entry, data processing, communication, and reporting;

Experience working with individuals with 'diverse abilities';

Command of complex contract negotiation and administration skills;

Experience in human resources management, ideally in a unionized setting;

Experience in policy development;

Proficiency in financial management from the personal level (time sheets, time management, expense reports) to the organizational level with an understanding of budgeting, forecasting, and analysis;

Experience in working with, and reporting to a Board of Directors.

EXPANDED SKILLS AND ABILITIES:

The Board of Directors expects the Executive Director of CRADACL to exhibit the following qualities integral with their credentials and skills:

LEADERSHIP: Achieves desired organizational results by encouraging and supporting the contribution of others; a proactive and positive team player who acts with a sense of urgency and leads by example; sets and communicates clear goals and expectations.

ACCOUNTABLE: Holds self and others accountable for responsibilities; focuses on results and measuring attainment of outcomes in a business focus. Willingly engages in self-evaluation and performance measurement and sets an example of this for the management team to follow.

STRATEGIC: Develops and implements plans in support of organizational strategic direction. Demonstrates an understanding of the link between job responsibilities and overall organizational goals and needs, and performs one's job with the broader goals in mind.

INTEGRITY AND HONESTY: Demonstrates a resolute commitment to and respect for the rules and core values of the organization, setting an example of professionalism and ethical propriety.

CREATIVITY AND INNOVATION: Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new, cutting edge programs and processes.

EFFECTIVE WORKING RELATIONSHIPS: Treats colleagues, staff, and consumers with respect, resolves conflicts respectfully, in a timely manner; negotiates effectively, provides effective feedback to colleagues and employees. Works in a team environment rather than a 'top-down' environment.

COMMUNICATION: Clearly presents transparent and open written and verbal information and writes with clarity and purpose on various platforms including up-to-date technology and software programs; communicates effectively in both positive and negative circumstances; listens well.

CLIENT FOCUSED: Seeks to educate self, regarding the wide range of diverse abilities of the members and clientele of CRADACL. Anticipates, responds, and attends to the needs of persons served, and other internal and external stakeholders of the organization.

REQUIREMENTS:

Consent to a Criminal Record Check, including fingerprinting if requested.

Must have Negative Tuberculin Test.

Must have access to a vehicle. This position will require intermittent travel to various locations throughout the Province to attend meetings and functions, such as conferences, that relate to the interests of the Association and its Mission.