



SUNSHINE COAST

**Resource Centre**

# Executive Director

## JOB DESCRIPTION

### **Purpose**

The Executive Director provides stability through transformative, leadership, and strategic oversight of the Sunshine Coast Resource Centre, ensuring operational excellence, financial sustainability, and deep community relevance. The Executive Director (ED) is accountable for the successful implementation of the organization's mission and vision, creating a positive impact on the lives of individuals and communities across the Sunshine Coast.

### **Reports To**

Board Chair(s) and Board of Directors collectively.

## **Key Responsibilities**

### **1. Strategic Leadership & Organizational Direction**

- Lead the organization with integrity and transparency.
- Drive long-term visioning, strategic planning, and measurable impact evaluation.
- Foster a culture of innovation, shared leadership, collaboration, and reflective learning.
- Stay informed on sectoral trends, emerging best practices, and regional needs.
- Embed the principles of Truth and Reconciliation, and sustainability across organizational practice.

### **2. Governance & Board Relations**

- Serve as the primary liaison to the Board, supporting informed decision-making and strong governance.
- Provide timely reports on strategic priorities, organizational performance, risks, and finances.
- Collaborate with the Board on strategic and operational planning.
- Support Board recruitment, onboarding, and development.

### **3. People & Culture Leadership**

- Lead, inspire, and support a high-performing, values-aligned team.
- Foster a workplace culture that is trauma-informed, respectful, and strengths-based.
- Maintain stability in a growth environment.
- Ensure HR practices reflect current legislation and sector best practices.
- Promote ongoing staff development, wellbeing, and engagement.
- Recruit and retain diverse staff, volunteers, and contractors who reflect the community.

### **4. Financial Management & Resource Development**

- Lead long-term financial planning and annual budgeting with the Treasurer and Bookkeeper.
- Oversee risk management, regulatory compliance, and financial stewardship.
- Diversify and increase revenue streams through grants, partnerships, earned income, and philanthropic opportunities.
- Lead or support high-quality funding proposals and funder reporting.
- Ensure full compliance with CRA, Societies Act, and charitable status requirements.

### **5. Community Engagement, Communications & Advocacy**

- Serve as the public spokesperson for the Resource Centre.
- Build trusted, reciprocal relationships with local governments, funders, community partners, and Indigenous communities.
- Advocate for the needs of Sunshine Coast communities, especially seniors, underserved, and vulnerable populations.
- Uphold a community-centered approach in storytelling, engagement, and media relations.

### **6. Program Strategy & Impact Oversight**

- Ensure the delivery of relevant, high-quality, and culturally responsive programs.
- Support program managers with evaluation, growth, and community feedback integration.
- Oversee program metrics and reporting for continuous improvement.
- Step into program delivery or leadership roles when needed.

### **7. Operations & Organizational Resilience**

- Oversee safe, efficient, and effective day-to-day operations, including facilities and systems.
- Ensure compliance with all legal, occupational health, and ethical obligations.
- Develop and maintain up-to-date internal policies and procedures.

- Lead change management and crisis response as needed.
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## Qualifications & Attributes

- Post-secondary education in nonprofit management, public administration, social impact, or a related field.
- Minimum 5 years of progressive leadership in the nonprofit or social purpose sector—or equivalent lived/professional experience.
- Demonstrated experience in strategic planning, financial oversight, program development, and board engagement.
- Strong background in HR practices, team leadership, and fostering healthy workplace cultures.
- Proven success in fund development, donor relations, and grant writing.
- Knowledge of the Sunshine Coast's unique regional context and community services.
- Commitment to Truth and Reconciliation, and community-rooted leadership.
- Strong communicator with exceptional emotional intelligence.
- Familiarity with the BC Societies Act, charitable compliance, and CRA regulations.
- Digitally fluent and comfortable using technology to support communication, collaboration, program delivery, and data-driven decision-making.

## Position Details

- **Term:** One year (with possibility to renew)
- **Hours:** Full-time, 30 hours/week
- **Salary:** \$60,000-\$70,000/year
- **Benefits**
  - Dental and extended health care
  - Flexible work options

## To Apply

**Deadline for resume submission:** September 29th, 2025

**Start Date:** Mid to late October 2025

**Apply at:** <https://resourcecentre.ca/jobposting>

*We acknowledge the unceded territories of the shíshálh and Skwxwú7mesh Nations and are committed to truth and reconciliation in our work and relationships.*