

Job Description Resource Centre Executive Director

Purpose:

To provide leadership and management of the organization, ensuring the delivery of the Resource Centre's mission and the sustainability of the organization.

Reports to:

The position reports directly to the Board's Chair/Co Chairs and works directly with Board members assigned to specific programs/projects.

Role Summary:

1. Board Governance: Works with the Board to fulfill the organization mission

- **Lead the Resource Centre** in a manner that supports and guides the organization's mission as defined by the Board.
- **Communicate effectively with the Board** and provide, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions, including:
 - Advising the Board on the management and coordination of Resource Centre programs
 - Attending Board meetings and ensuring that an agenda package and other reports to the Board are produced

2. Organization Operations: Oversees and implements appropriate resources to ensure that the operations fulfill the organization's mission.

- **Manage the Resource Centre's leased facility** including the daily activities, office space, supplies and equipment
- **Oversee the Resource Centre programs** including:
 - The implementation and delivery of programs
 - Developing links between programs
 - Providing liaison, supervision and reporting for specific programs with grantees as necessary
 - Working with the Board and program/project leads to develop an evaluation framework
- **Lead the staff team** including:
 - Working with the Board to recruit, onboard, employ and release regular and temporary staff, contractors and student employees
 - Supporting the development and delivery of individual staff work plans and programs
 - Providing support and supervision to staff

- Ensuring internal HR policies conform to legislative requirements and that there is compliance with all internal policies
- Supervise contractors including development of scopes of work, oversee project milestones and timelines and completion of project deliverables

- **Develop, manage and assist in the delivery of the Resource Centre’s general information and referral work**, including:
 - Delivery to individuals, agencies and organizations
 - BC211 relationship
 - Ensure that cataloguing and updating community information and referral resources is done

3. Financial Viability: Develops and manages resources to ensure the financial health and sustainability of the organization and the deliver the organisation mission.

- **Actively seek sustainable funding**
- **Lead, with the assistance of Board and staff, on funding applications**
- **Oversee the fiscal integrity of the Resource Centre.** With the assistance of the Operations Manager and the Treasurer, including:
 - The submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
 - Financial management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

4. Organization Mission and Strategy: Works with Board and staff to ensure that the mission is fulfilled through strategic planning, effective communications and community outreach.

- **Work with the Board and staff on the development of the strategic plan to ensure that the Resource Centre can successfully fulfill its mission into the future**, including overseeing the implementation of the strategic plan
- **Maintain a working knowledge of significant developments and trends** which may provide opportunities to deliver the mission
- **Work with the communications staff and Board** to ensure effective external communications and profile in the community

- **Continuing and expanding the current reputable and sound working relationships** that have been established with community groups, agencies and organizations by positively representing the Resource Centre's point of view, programs and capabilities.
- **Work with the Board to develop knowledge philanthropy and volunteering opportunities.**

5. Administration:

- **Develop and update internal policies and procedures** to ensure the effective and safe running of the organization.
- **Review and approve contracts for services and execute legal documents**
- **Act as a signing authority on contract, funding agreements and banking**
- **Ensure that the record-keeping and operations reflect and conform to all legislative requirements**, including
 - Compliance with Worksafe BC and Employment Standards
 - Compliance with all relevant local, provincial and federal legislation including access to information and privacy and the Societies Act

Experience and Attributes:

- A degree level education or equivalent career experience
- At least 3 years non-profit management experience
- Experience and skill in working directly with a Board of Directors
- Strong leadership skills that demonstrate a high level of integrity and transparency
- Experience in strategic thinking and planning, including an ability to envision and work towards the sustainability of the organization in the future
- Excellent organizational and communications skills
- Demonstrated experience of managing and building a small, dedicated staff team
- An understanding of the funding environment, strong financial management skills and an ability to improve financial viability
- Previous success in establishing relationships and collaboration with individuals and organizations of influence, including funders and partner agencies
- Solid knowledge of the Sunshine Coast communities, including local community, social and governmental services
- Strong written and oral communication skills
- Strong work ethic and high degree of energy

Terms of Employment:

This position is 21 hours per week at \$35-\$40 / hour or salaried equivalent. The position requires the successful candidate to work at the Resource Centre's office in downtown Sechelt. During the Covid-19



crisis flexible and remote working arrangements may be put in place in accordance with Covid-19 Policies and Practice. This is a contract position until March 31, 2021 with a strong potential for ongoing work pending on sustainable funding.

To Apply:

Please submit a cover letter and resume to careers@resourcecentre.ca by Monday, September 21.