



Executive Director – Position Description

The Executive Director is responsible for the successful leadership and management of Barry's Bay and Area Home Support Services (BBAHS) according to the strategic direction set by the Board of Directors.

Leadership

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization.
- Proactively identify, assess, and inform the Board of Directors of internal and external issues that affect the organization.
- Act as a professional advisor to the Board of Directors on all aspects of the organization's activities and provide administrative support
- Foster effective teamwork between the Board and the Executive Director and between the Executive Director and staff.
- In addition to the Chair of the Board, act as a spokesperson for the organization
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate.
- Represent the organization at community activities to enhance the organization's community profile.

Operational planning and management

- Develop and deliver an operational plan which incorporates goals and objectives that work towards the strategic direction and priorities of the organization and the service targets set out in the Multi-Service Accountability Agreement (M-SAA)
- Ensure all compliance reports and required submissions are completed accurately and on time .
- Act in accordance with relevant legislation, agency policies and procedures
- Oversee the efficient and effective day-to-day operation and delivery of services
- Report and verify required compliance reports to the Board
- Develop and report to the Board on performance measures to evaluate success in achieving the organization's strategy
- Deliver and report on continuous quality improvement activity implemented throughout the organization
- Draft and maintain operational policies and procedures
- Ensure ongoing education for staff and volunteers

- Develop, coordinate and evaluate partner organizations that contribute to the delivery of services
- Oversee the planning, implementation, execution and evaluation of special projects.
- Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, reputation, and image and implement measures to control risks.
- Monitor and manage insurance, lease, and shared service agreements
- Ensure that personnel, client, and volunteer files are securely stored and privacy/confidentiality is maintained.

Human resources planning and management

- Determine staffing requirements for organizational management and program delivery.
- Ensure staff meet all current legal and legislative requirements
- Develop and maintain a volunteer management plan that recognizes, motivates, retains, and optimally utilizes our valuable volunteers
- Oversee the implementation of the human resources policies, procedures and practices, including developing job descriptions for all staff.
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations.
- Recruit, interview and select staff that have the right technical and personal abilities to help further the organization's mission.
- Ensure that all staff receive an orientation to the organization and that appropriate training is provided.
- Implement a performance management process for all staff, which includes monitoring the performance of staff on an ongoing basis and conducting an annual review.
- Coach and mentor staff as appropriate to improve performance.
- Discipline staff, when necessary, using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures.

Financial planning and management

- Prudently manage expenses and financial resources in all areas
- Research funding sources and advocate or write proposals to increase the funds of the organization
- Develop, with the Treasurer, and present the annual operating plan and budget to the Board for approval
- Review, with the Treasurer, all books of accounting monthly and prepare accurate budget to actual reports for review by the Board at each regular Board Meeting

- Review the balance sheet and income statement for the fiscal year end with the treasurer, along with supporting documentation to be submitted for the annual audit.
- Ensure financial controls and accounting practices are in place that comply with all relative legal and accepted standards
- Has signing authority in a double signing system as per by-laws

Community relations/advocacy

- Communicate with stakeholders to keep them informed of the organization's work and to identify changes in the community served by the organization.
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the organization's goals.
- Effectively network with peers and agencies at the county and provincial levels

Education and Skill Requirements

- Operational experience in a senior leadership role in the charitable, not-for-profit sector, ideally related to community support services and healthcare
- Proven leadership abilities in a non-profit environment, including the ability to work autonomously, take initiative, set priorities, resolve conflicts, organize work and make independent decision.
- A demonstrated track record of developing and maintaining relationships with staff, service providers, governing boards and community
- Strong marketing and business development skills with demonstrated leadership ability to expand and grow programs
- Visionary and creative leadership skills that return results
- Effective written and oral communication and presentation skills with the ability to communicate at all levels of the organization and the community
- Knowledge of program development, fiscal management and strategic planning
- A demonstrated ability to build effective teams and to delegate, lead and mentor team members

Reporting Relationship

Reports directly to the Board of Directors