

Executive Director

Boy and Girls Club of Edson and District - Edson, AB

The Boys and Girls Club of Edson & District is a non-profit organization dedicated to providing high quality programs and services to the children, youth and families of Edson and surrounding communities.

Executive Director

Reporting to the Board of Directors, the Executive Director will have overall strategic and operational responsibility for BGC Edson staff, programs, and execution of the BGC of Edson's mission, vision and values. You will lead our agency's team in the areas of fund development, Human Resources, financial and risk management, administration, communications, and community and stakeholder relations.

Primary Responsibilities

- Lead the successful implementation of the strategic plan
- Foster effective teamwork between the Board of Directors and the Executive Director, and between the Executive Director and staff
- Oversee staff and manage labour relations and human resources
- Establish and maintain strong relationships with funders and identify, develop, and seek new resources
- Oversee agency budget and financial management
- Monitor and ensure compliance with legal and regulatory requirements
- Network, collaborate, and maintain positive liaison with key stakeholders

Qualifications

The Executive Director will be thoroughly committed to the BGC of Edson's mission, vision and strategic plan. All candidates should have proven leadership, coaching, and relationship management experience. Concrete demonstrable experience and other qualifications include:

- Post secondary education in areas such as Social Sciences, Business Administration, Public

Administration, or related field, with at least three years of progressively responsible management and leadership experience in a not for profit organization

- Unwavering commitment to quality programs and services
- Past success working with a Board of Directors with the ability to cultivate new and existing Board member relationships.
- Excellence in organizational management with the ability to coach staff and manage and develop high-performance teams
- Strong marketing and public relations experience with the ability to engage a wide range of stakeholders, including government agencies * Financial management skills including budgeting, forecasting, and resource development

- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and collaboration skills

Please review the full job description from: <https://bgcedson.com/wp-content/uploads/sites/57/2019/08/Executive-Director-Job-Description.pdf>

Wages and Benefits:

Salary is commensurate with experience and qualifications. This is a full time position with some weekend and evening activities required. If your skills and experience match the requirements of this position, please forward your resume and cover letter to: Hiring Committee – Boys and Girls Club of Edson & District via the email

info@bgcedson.com

Review of applications will begin on August 26th, 2019.

Applications will be accepted until a suitable candidate has been hired. We thank everyone for submitting their resumes; however, only those selected for an interview will be contacted.

Job Type: Full-time

Language: English (Required)