

Executive Director; Boys & Girls Club of Charlottetown

Job Description:

The Executive Director serves as an advisor to the Board of Directors and is responsible for developing the community connections and financial resources required to meet the goals and objectives of the Boys and Girls Club. The position calls for creativity, partnership/collaborative skills and fresh ideas coupled with proven strategic planning and management skills. Fundraising experience skills will be essential, as well as a strong commitment to this responsibility.

Reporting directly to the Board, the successful applicant will be responsible for providing leadership, community relations, risk management, and strategic direction in the delivery of programs and services in accordance with the Boys & Girls Club's mission.

General Duties:

- Consult, communicate, and attend meetings with the Board of Directors
- Assist the Board in development and implementation of long-term goals and objectives
- Identify and pursue all appropriate revenue sources and grants which assist with fundraising activities and events
- Seek funds from a variety of sources including but not limited to government, major donors, corporations, foundations, and service agencies
- Serve as a consultant and resource person to the Board and its committees, and to the membership
- Working directly with internal staff as well as external volunteers
- Conduct research on current and new trends taking place in the youth services sector
- Address gaps in programming to meet the needs of youth and their families
- Implement all policies, programs, and other directives of the Board

- Ensure relevant information is circulated to the Board and/or membership in a timely manner
- Advise the Board and committees on financial management, priorities, and budget matters where appropriate
- Oversee the arrangement of all Board and membership meetings held by the Club
- Strategic planning and marketing
- Assess short- and long-term financial needs and recommending appropriate courses of action, based on reports provided by the Bookkeeper and/or Auditor

Day-to-Day duties

- Demonstrate the ability to build and cultivate community relations
- Promote the objectives of the Club through establishing positive working relationships within employees, volunteers, membership, Board and committees, the public, government departments, other child and youth agencies
- Develop and maintain professional relationship with non-profit sector
- Represent the Club at meetings with government, service agencies, industry, and other special interest groups
- Assist senior staff with coaching and developing the other employees with a goal of continued improvement and innovation as well as remediation
- Working with external parties in a professional manner, such as lawyers, where required

Requirements for this position:

- A university degree or college diploma from a recognized post-secondary institute
- 2-4 years of progressive experience working in a non-profit youth services organization, with exposure to other volunteer organizations delivering related programs
- Demonstrated Fundraising experience raising funds from a variety of sources, especially with donations, corporations, and foundations
- Experience in strategic planning, facility management, marketing, and communications
- Experience working within a budget

- Experience in people management and delegation
- Experience in grant sourcing
- Ability to travel between locations, must possess a valid driver's license with reliable transportation.
- Additional training and seminars related to youth programs and services would be a strong asset
- Knowledge of appropriate regulations and legislation including, but not limited to: Child Care Facilities Act, Occupational Health & Safety, Human Rights Legislation, Employment Standards, and Workers Compensation Act
- Equivalent combination of training and experience

Interpersonal abilities required:

- Professional communication and public speaking
- Leadership experience
- Excellent multitasking abilities
- Ability to work in a fast-paced environment providing high quality administration support
- Willingness to learn and adapt with change
- Ability to work within a team environment
- Confidentiality
- Ability to work with minimal supervision to meet deadlines
- Creative thinking
- Decision-making abilities
- Demonstrated skills in resolving conflicts

Work Term and Salary

- Full-time, permanent
- 8:00 AM to 4:00 PM
- Benefits package available after probation period
- Working evenings and weekends, where required

How to Apply

All interested applicants can forward their resume to kalie@islandrecruiting.com. Please let us know if you have any questions or concerns regarding this position.

Only those selected for an interview will be contacted.

Call island Recruiting at **902-367-3797 ex.101** for more information or see the [original job posting](#).