

## Executive Director

The Executive Director is responsible for the successful leadership and management of BGC North Simcoe (BGCNS), according to the strategic directions and policies set by the Board of Directors.

This position will require work outside of normal business hours from time to time. The Executive Director will possess excellent interpersonal, financial management, human resources management, oral and written communication, organizational, conflict resolution and time management skills while having a sound knowledge of all aspects of not-for-profit management including fundraising, marketing, and board development. In fulfilling the position's core responsibilities, BGCNS expects the Executive Director to exhibit strong leadership skills and to maintain a high quality of workmanship, while achieving attention to detail that the organization requires. The Executive Director reports directly to the BGC North Simcoe Board of Directors through the Board Chair. The Executive Director will also work closely with the senior management team.

**The Executive Director of BGC North Simcoe** is directly responsible for fulfilling the Mission, Vision and the Strategic Direction of the Club as set out by the Board of Directors for BGC North Simcoe.

### **Primary Duties and Responsibilities**

#### **Overall Organization Management**

- Direct and oversee the activities of BGCNS in accordance with the Strategic Plan of the Board of Directors and with the BGCNS policies.
- Take the lead role in future planning for the organization in collaboration with BGCNS senior management, ensuring that programs are consistent with BGCNS Core Values, Mission & Vision Statements and Model for Success.
- Maintain and foster a close working relationship between BGC North Simcoe and BGC Canada, including participation on BGC Canada committees and committee work, as well as being a positive voice for the BGC Canada movement.

#### **Operations and Administration**

- Ensure that the organization is in compliance with all provincial and federal regulations, as well as with the Operating Standards of BGC Canada.
- Ensure that the organization maintains a charitable status.
- Ensure that Risk Management and Administration Policies of BGCNS are adhered to.
- Ensure confidentiality for all client and personnel files.
- Ensure that all programs are evaluated on a regular basis and that quality improvement plans are implemented.
- Ensure that all policies and plans (Risk Management, Crisis Communications, Succession Plans, etc.) are reviewed and updated annually.

### **Human Resources Management**

- Oversee appropriate recruitment, selection and development, and compensation for all staff in accordance with BGCNS policies.
- Oversee the activities of the organization's personnel, including evaluating the job performance for the Director of Operations on an annual basis.

### **Board of Directors**

- Support the Strategic Plan set by the Board of Directors, while respecting their volunteer commitment to BGCNS.
- Provide written highlights at each regularly scheduled Board of Directors meeting pertaining to management issues that impact the organization.
- Assist the Board in the development and review of policies and procedures.
- Attendance at all required Board and Committee meetings.
- Ensure the Governance Policies of the Board of Directors for BGCNS are adhered to.

### **Financial Management**

- Oversee all financial, statistical, and accounting records of the organization.
- In collaboration with the Finance Committee and Treasurer, prepare an annual operating budget for approval by the Board of Directors.
- Oversee the preparation and presentation of year-to-date financial reports for approval by the Board of Directors.
- Ensure that the organization is operating within the annual budget.
- Ensure that the annual audit is completed.
- Ensure that the Finance Policies of BGCNS are adhered to.

### **Fund Development**

- In collaboration with the Director of Operations, ensure that the funding applications and final reports are completed successfully meeting all deadlines as required.
- Seek, research, and in collaboration with the Director of Operations and Programs Manager, apply for new funding opportunities.
- Ensure that fundraisers are operated professionally, and that cost-benefit analysis and final reports are completed.

### **Marketing and Fundraising**

- Provide leadership resulting in sufficient financial resources from appropriate sources to meet the financial requirements of the organization.
- Create and maintain up-to-date marketing materials to support ongoing and new donors/sponsorships.
- Lead the research of funding sources while overseeing fund development plans and completing funding proposals.
- Ensure all fundraising policies of BGCNS are adhered to.

### **Community and Public Relations**

- Establish and maintain sound, positive working relationships and collaborative arrangements with relevant community partners, funders, and other organizations to help achieve the goals of the organization.
- Seek out opportunities to elevate the profile of BGCNS locally, provincially, and nationally through the involvement in committees, panels, events and BGC Canada on concerns affecting the organization as well as in the area of children and youth development.
- Establish and maintain relationships with local, provincial, and federal government elected officials.

### **Risk Management**

- In collaboration with the Director of Operations and Programs Manager, identify and evaluate the risks to the Club's people (members, staff, management, and volunteers), property, finances, and image, and implement measures to control risks.
- Ensure that the Board of Directors and the Club carries appropriate and adequate Insurance coverage.
- Ensure that the Club complies with relevant legislation.

### **Core Competencies**

The Executive Director for BGC North Simcoe must be able to demonstrate competencies in most or all of the following:

***Adaptability:*** Demonstrate a willingness to be flexible, versatile and or tolerant in a changing work environment while maintaining effectiveness and efficiency.

***Ethical Behaviour:*** Understand ethical behaviour and business practices and ensure that his/her/their own behaviour and the behaviour of other staff is consistent with these standards and aligns with the values of BGCNS.

***Effective Communication:*** Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.

***Creativity/Innovation:*** Develop new and unique ways to improve upon programs and to research new ideas in fundraising and marketing.

***Focus on Client Needs:*** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the parameters of BGCNS.

***Foster Teamwork:*** Work cooperatively and effectively with other staff to set goals, resolve problems and make decisions that enhance organizational effectiveness.

***Lead:*** Positively influence others to achieve results that are in the best interest of BGCNS.

**Health & Safety Leadership:** Ensure that employees are following health and safety policies, procedures, and regulations.

**Decision Making:** As part of a team, be able to assess situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interest of the organization.

**Organization:** Set priorities, develop work schedules, monitor progress towards goals, and track details, data, information, and activities.

**Plan:** Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results.

**Problem Solving:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

**Strategical Thinking:** Assess options and actions based on trends and conditions in the environment and the vision and values of BGCNS.

### **Working Conditions:**

- The position of Executive Director will require working in non-standard work settings, such as committee work, external presentations, Board of Director meetings, and fundraising events.
- The Executive Director will work a standard work week, but additionally will be required to work evenings, weekends, and overtime hours to accommodate activities such as Board of Directors meetings and representing the organization at public events.
- Hybrid working conditions will be discussed.