



## **Executive Director Job Description**

The **Executive Director** is responsible for the overarching leadership and operational management of the organization according to the strategic direction set by the Board of Directors.

### **BGC LEDUC MISSION**

To provide safe, supportive places where children and youth can experience new opportunities, overcome barriers, build positive relationships, and develop confidence and skills for life.

### **BGC LEDUC VISION**

All children and youth discover and achieve their dreams and grow up to be healthy, successful, and active participants in society.

## **TASKS AND RESPONSIBILITIES:**

### **Governance Support**

- Act as the primary liaison between the Board of Directors, (Board), and the organization.
- Identify, assess, and inform the Board of any internal and external issues that may impact the organization.
- Act as a professional advisor to the Board on all aspects of the organization's activities.

### **Organizational Leadership**

- Participate with the Board in developing a vision and strategic plan to guide the BGC Leduc
- Identify, assess, and inform the Board of internal and external issues that affect BGC Leduc
- Act as a professional advisor to the Board on all aspects of the Club's activities
- Foster effective teamwork between the Board and the Executive Director and between the Executive Director and staff
- In addition to the Chair/President of the Board, act as a spokesperson for BGC Leduc
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate
- Represent BGC Leduc at community activities to enhance the Club's community profile
- Foster and maintain an inclusive environment, allowing all members equal opportunity for success

## **Operations**

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of BGC Leduc
- Ensure that the operation of the organization meets the expectations of its clients, Board and Funders and is consistent with the public policy of BGC Canada.
- Oversee the efficient and effective day-to-day operation of BGC Leduc
- Assist with the drafting of policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate
- Ensure that personnel, client, donor and volunteer files are securely stored and privacy/confidentiality is maintained
- Provide input to the Board for meeting agendas and provide materials to support the agenda when required

## **Human Resources**

- Determine staffing requirements for organizational management and program delivery
- Oversee the implementation of the human resources policies, procedures and practices including the development of job description 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 Club's mission
- Ensure that all staff receives 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 on-going basis and conducting annual performance reviews
- Coach and mentor staff as appropriate to improve performance
- Discipline staff when necessary using appropriate techniques; release staff when necessary and approved by the Board using appropriate and legally defensible procedures.

## **Financial Management**

- Work with staff and the Board to prepare a comprehensive budget
- Work with the Board to develop and maintain sustainable funding for the operation of BGC Leduc
- Research funding sources, oversee the development of fundraising plans and write funding proposals to increase the funds of the Club
- Participate in fundraising activities as appropriate
- Approve expenditures within the authority delegated by the Board
- Ensure that sound bookkeeping and accounting procedures are followed
- Administer the funds of the Club according to the approved budget and monitor the monthly cash flow of the Club
- Provide the Board with comprehensive, regular reports on the revenues and expenditures of the Club
- Ensure that the Club complies with all relevant legislation

### **Program Planning and Management**

- Oversee the planning, implementation and evaluation of the Club's programs and services
- Ensure that the programs and services offered by the organization contribute to the Club's mission, reflect the priorities of the Board and are consistent with the public policies of BGC Canada in relation to those programs and Services.
- Monitor the day-to-day delivery of the programs and services of the Club to maintain or improve quality
- Oversee the planning, implementation, execution and evaluation of special project

### **Marketing and Promotion**

- Serve as the primary, public representative of the Boys and Girls Club of Leduc.
- Communicate regularly with stakeholders to keep them informed of the work and needs of the organization.
- Promote and market Club programming and events within the broader community, using multiple mediums.
- Attend relevant community events as a means to promote and benefit the Club.
- Oversee and ensure execution of BGC Leduc marketing strategy

### **Community Relations/Advocacy**

- Maintain ongoing communication with stakeholders to keep them informed of the work of the Club, to identify changes in the community served by BGC Leduc
- Establish and maintain good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals, mission, and strategic plan of BGC Leduc

### **Risk Management**

- Identify and evaluate the risks to the Club's people (members, staff, management, and volunteers), property, finances, goodwill, and image, and implement measures to control risks
- Ensure that the Board and the Club carries appropriate and adequate insurance coverage
- Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage

### **QUALIFICATIONS, SKILLS, AND ABILITIES:**

- Post-Secondary Degree in a related field.
- Ability to multi-task and adapt to changing circumstances and environments.
- Minimum three years' experience working in a leadership position, within the Not for Profit sector.
- Familiarity with the Leduc community and community partners/stakeholders
- Strong understanding and execution of professional and written communication
- Previous experience and success with grant writing and fund development.
- Past experience working with a Board.
- Valid Class 5 license.
- Competence all of the following: Adaptability, Behave Ethically, Build Relationships, Communicate Effectively, Creativity/Innovation, Focus on Client Needs, Foster

Teamwork, Lead, Make Decisions, Organize, Plan, Solve Problems, and Think Strategically.

**ADDITIONAL REQUIREMENTS:**

All successful candidates will be required to:

- Complete and supply a successful criminal record check.
- Complete and supply Child Welfare Investigation Screening .
- Submit a driver's abstract and be insurable under BGC Leduc policies.
- Submit and complete recent professional references (2 minimum).

**WORKING CONDITIONS**

- On location at the BGC Leduc club, (Hybrid may be discussed at an undisclosed time).
- Reports to the Board.
- Permanent, Full time, 40 hours per week.
- Executive Director schedule is based on the needs of the organization taking into account; programming, stakeholder meetings and presentations, fundraisers, community events, Board Meetings, required travel, and emergency protocol
- Some Domestic travel is required for conferences, meetings, and training, (Approx. 1-2 per/year).
- Benefits/HSA package available.
- Paid Vacation negotiable.
- Compensation per annum, \$65,000-90,000 based on Experience, Education, and previous history with Not-for-Profit sector, with the ability to qualify for an annual bonus.

To apply, please go to Indeed using the following link:

[https://ca.indeed.com/job/executive-director-a0479c206bc16c96?\\_gl=1\\*1lkno55\\*\\_gcl\\_au\\*MTEwNjE0NTk2NC4xNjg4NDM1NzYz](https://ca.indeed.com/job/executive-director-a0479c206bc16c96?_gl=1*1lkno55*_gcl_au*MTEwNjE0NTk2NC4xNjg4NDM1NzYz)