

Project Literacy Kelowna Society



POSITION POSTING: EXECUTIVE DIRECTOR

Reports to: Project Literacy Kelowna Society Board of Directors

Summary

The Executive Director will be responsible for all programs, services and functions of the Society. The duties of the Executive Director will also include but are not limited to staff/agency management, grant writing, program management, fund development, financial management, media and communications, partner development and community literacy outreach activities. The Executive Director is directly accountable to the Project Literacy Kelowna Society Board of Directors.

Accountabilities

Operations:

- Oversees and ensures that risk management policies are sufficient to protect the Society, employees and volunteers from liability and other claims
- Establishes and ensures all professional, licensing or other accreditation requirements are in place to meet legal, regulatory and operational obligations of the Society
- Negotiates, implements and oversees contracts which are within the scope of daily operational business while ensuring they are carried out in keeping with the Society's goals, objectives and contractual obligations
- Implements and oversees projects while ensuring they are carried out in keeping with the Society's goals, objectives and contractual obligations
- Plans, organizes and supervises long-term, general and day-to-day operations, policies and services
- Oversees and executes the Project Literacy Kelowna Society Strategic and Operational plan
- Maintains thorough up-to-date knowledge of the BC Societies Act

Finance & Fund Development:

- Leads budget development, financial forecasting, monitoring and reporting on financial stability and operations in partnership with the Board of Directors
- Ensures effective management of financial resources and oversees and maintains accountability for Board-approved budgets
- Develops and implements fund development activities
- Contacts and builds relationships with donors, including foundations
- Liaises and maintains relationships with businesses, community groups, government agencies, and individuals to secure funds to continue Project Literacy Kelowna Society's operations

Human Resources:

- Establishes and implements management and human resource policies necessary to support the goals of the Society and contracts with government and community service agencies
- Manages labour relations issues related to hiring, performance appraisal, discipline, grievance resolution, arbitration and discharge
- Provides opportunities for effective communication and collaboration among staff, while fostering a safe and healthy workplace
- Oversees volunteer recruitment, training and relations with staff and client

Public Relations:

- Establishes and maintains effective relationships with senior and other government officials, clients and stakeholders, funding sources, volunteers, community groups and advocates
- Promotes the Society's activities through contact with the community, business organizations, government and the general public
- Serves as the primary media and community outreach contact for the Society
- Represents Project Literacy at community and fundraising events or other official functions
- Networks with national and provincial literacy organizations

Board Support:

- Advises the Board of Directors especially in formulating strategic plans and policy
- Initiates, monitors, and evaluates Project Literacy's policies and procedures to ensure the effective operation of the Society and the accomplishment of strategic objectives
- Purchases and maintains commercial and directors' insurance coverage in conjunction with a Board review of these insurance policies
- Assists Board of Directors with committee development and membership
- Collects information from staff, community and agencies for presentation at Board meetings
- Liaises with Board of Directors and presents reports at board meetings

Additional duties and/or restructuring of existing duties may occur from time to time. When this restructuring occurs, it will be done between the Executive Director and the President of Project Literacy Kelowna Society or with a duly appointed representative(s) from Project Literacy Kelowna Society. Flexibility as to work hours is necessary in order to accommodate activities such as Board meetings and representing the Society at public events.

Qualifications

Required

- Post-secondary education in a relevant field
- Experience in fundraising, fund development, grant writing and grant management
- Minimum three years of experience in planning, organization, financial management and control, policy development, administrative and human resources management
- Strong organizational and volunteer management skills
- Strong public speaking, writing, and presentation skills
- Demonstration of cultural awareness, sensitivity and competency
- Proof of ongoing professional development
- Proficiency in standard office computer applications

Preferred

- Non-profit management and supervision experience, with board relations experience
- A diverse background of volunteer experience
- Sound knowledge of the BC Societies Act

Applicants should apply via e-mail by providing a cover letter, detailed resume including references and their telephone numbers by **4:00pm, November 10, 2017** to:

shirley.hutchinson8@gmail.com

Attention: Nominating Committee

Posting Date: October 19, 2017

Posting Closing Date: November 10, 2017 at 4:00pm

We thank all applicants, however only those being interviewed will be contacted. No telephone calls please.