

# JOB PROFILE

**Position Title:** Executive Director

**Agency:**

**Location:**

**Date:**

**Incumbent:**

**Approved by:**

**Reviewed by:**

## OVERALL RESPONSIBILITY:

The Executive Director is responsible for providing overall leadership to and management of the agency, and for ensuring that the programs and services established for supporting the individuals whom the agency serves are designed and delivered in a manner that empowers them to achieve their desired personal outcomes. The Executive Director is also responsible for ensuring both the short and long-term financial health of the agency through the development and implementation of human resource management processes, policies and procedures that support the mission and mandate of the agency.

## SPECIFIC RESPONSIBILITIES:

- 1. Organization Leadership:** Provides ongoing leadership to the organization by promoting the agency's mission, vision and values as well as Manitoba Family Services and Housing standards, policies and procedures; promoting a positive work environment and working to ensure resources are effectively aligned to support the individuals whom the agency serves.
- 2. Human Resource Management:** Provides ongoing human resource management including recruitment and selection, orientation, training and education, and direction to staff members. Position communicates performance expectations; facilitates problem solving, resolves conflict, and manages the performance management process, contributing to the overall development of the team.
- 3. Board Liaison:** Works closely with the Board of Directors to ensure the effective communication of matters that are of interest and concern to the business of the Board. Attends all meetings of the Board to help facilitate the business of the Board.
- 4. Program Leadership:** Provides leadership in the area of program and service delivery, acting as a resource and advising on a variety of client support and services issues and opportunities. Co-ordinates and oversees a formal program evaluation process to ensure the needs of the individuals whom the agency serves continue to be met and that the agency is effective in working towards achieving the individuals' desired outcomes.
- 5. Planning:** In conjunction with the Board of Directors, works to develop and implement an effective business and strategic planning process that will identify areas for program growth and development and which are consistent with the agency's mission, vision and goals.
- 6. Administer Policies and Procedures:** Administers general policies and procedures that contribute to the effective operation of the agency and ensures that staff members are aware of and understand policies and procedures. In conjunction with the Board of Directors, recommends changes to policies that will contribute to enhancing both the day to day and longer term operation of the agency.
- 7. Financial Responsibilities:** Contributes to the financial health of the agency and safeguards its assets by developing and implementing and overseeing policies, systems and internal controls relative to budget preparation and cash management, payroll, asset protection, property management, financial reporting and others that will help protect the organization's interests on an ongoing basis.
- 8. Fundraising:** Develops and implements an overall fundraising strategy for the agency that is consistent with approved business strategies and organizational initiatives, including the development and submission of grant proposals, negotiating of funding and finalizing the awarding of funding.
- 9. Advocate:** Advocates for justice, inclusion and full community participation, ensuring that the agency operates in a manner that will empower individuals to achieve their personal outcomes.
- 10. Public Relations:** Develops and maintains positive public relations with community, support networks, business, external agencies, funding bodies and other professionals to further the work of the agency and its presence within the community.
- 11. Administration:** Has overall administrative responsibility for the agency including union negotiations, property management, transportation, records management and monitoring personal funds. Performs duties in accordance with legislative and legal requirements.

## REPORTING RELATIONSHIPS:

Reports to: Board of Directors

Direct Reports:

## DIMENSIONS OF AGENCY:

Agency's Operating Budget:

Agency Employees:

**CORE COMPETENCIES:**

- Building Relationships Level 4
- Developing Others Level 4
- Integrity Level 4
- Listening, Understanding, Responding Level 3
- Advocacy Level 4
- Quality of Service Level 5

**JOB SPECIFIC COMPETENCIES:**

- Flexibility Level 4
- Strategic Thinking Level 4
- Team Leadership Level 5