



Position Title: Executive Director
Closing Date: November 20, 2017
Hours of work: 35 hours/week.
Direct Reports: 4

Start Date: January 2, 2018
Reports To: Board of Directors
Total Staff: 19

Under the direction of the Board of Directors, Chebucto Connections' Executive Director (ED) is responsible for the oversight of the organization in keeping with the organization's mission, vision, values, goals, financial objectives, and strategic direction.

The Candidate

You think and lead strategically, are solution-focused, and thrive on innovation. You are as invested in organizational sustainability as you are in focusing on community priorities. You excel at building partnerships among a broad diversity of sectors, people, and organizations. You take initiative, set priorities, and make well thought-out decisions. You can take on multiple leadership roles while fostering leadership among others.

DUTIES AND RESPONSIBILITIES

Community Relations and Engagement

Establish, nurture and sustain relationships with key partners, culturally and socially diverse clients, and a range of funders, donors and volunteers to ensure Chebucto Connections thrives.

Human Resources

Oversee systems, processes and policies to manage and protect all aspects of the organization's HR requirements, including recruitment, training, evaluation, development, compensation and retention of staff, Board members and volunteers. Foster a team atmosphere and nurture a culture supportive of occupational health and safety.

Financial Management

Oversee the systems, processes, policies and training to ensure budgets are developed, assets and liabilities are managed appropriately, and audit procedures are in place to satisfy all provincial and federal regulations, and that the organization is accountable to funders, donors and the community.

Fund Development

Develop relationships and raise funds in a variety of ways and from a variety of sources (e.g.: grants; contract services; donations; in-kind contributions), to support Chebucto Connections mandate. Provide advice and counsel to aid Board in accessing potential fund-raising opportunities.

Governance

Support the Board to align Chebucto Connections values, structure, processes, and policies to ensure the Board's due diligence of outcomes and financial accountability. Lead CCDA in a manner that supports and advances the organizational mission as defined by the Board of Directors.

Risk Management

Identify and evaluate the risks to the organization's clients, employees, management, volunteers, property, finances, goodwill, and image and implement measures to control risks. Ensure all employees receive an orientation and that appropriate training is provided. Ensure suitable legal support and insurance coverages are in place for the Board and organization.

Programs and Services

Oversee the development, delivery and evaluation of programs and services that serve target clients/customers, achieve Chebucto Connections mission, and address a need/want in the community. Translate mission, vision, and strategic goals into programs & services to advance the organizational mandate. Ensure facilities, furniture and equipment are maintained and meet operational and program needs within budget.

Information and Technology Management

Ensure sufficient hardware, software and “people-ware” (i.e.: trained staff, contractors, and volunteers) to support Chebucto Connections operations, programs and services, communications, and administrative functions to advance the organizational mandate. Oversee policies and ensure protocols are in place to protect privacy and confidentiality.

Knowledge, Skills, Characteristics & Abilities:

- Strong knowledge of and passion for community development, social justice, social determinants of health, diversity inclusion and their interconnections.
- Superior strategic thinking, planning abilities and strong project management skills.
- Strong collaboration skills and ability to work with diverse people, styles, and approaches.
- Excellent networking skills and alliance-building experience.
- Excellent written and spoken skills, including public speaking that engages diverse audiences.
- Commitment to rigor and accountability of strategic goals and objectives, and project outcomes.
- Able to collaborate with and motivate staff, board directors, and volunteers.
- Budget management skills including budget preparation, analysis.
- Knowledge of key fundraising strategies / development techniques and donor relations.

Qualifications and Experience

- 5+ years ideally as an Executive Director or at the senior management level an asset.
- Relevant Masters/Bachelors Degree an asset.
- Recognized leadership in community engagement and partnership building.
- Demonstrated success in developing and delivering strategic goals and objectives.
- Successful history in human resources, financial management, and organizational development.
- Skills in marketing, communications and graphic design considered an asset.
- Experience in program evaluation an asset.

Compensation:

This is a full time, permanent position. We offer a competitive salary commensurate with the experience of the successful candidate, with an annual salary review based on performance appraisals. Compensation also includes an excellent health and benefits package and a 35-hour workweek (flexible at times to accommodate meetings and events).

Application Process:

Please email your resume and cover letter to INFO@chebuctoconnections.ca Applications will be accepted until November 20 at 4:00 pm. ONLY selected applicants will be contacted for interviews. **NO PHONE CALLS.** Chebucto Connections recognizes the value of a representative workforce and is committed to the principle of employment equity and being a workforce representative of the communities we serve. Indigenous peoples, African Nova Scotians, persons with disabilities, visible minorities, persons of all sexual orientation and gender identities, older adults, and diverse populations are encouraged to apply and self-identify in a cover letter.