

[Insert Name of Organization here]
Executive Director Job Description

JOB CLASS: Executive Director

LOCATION(S): *(insert program type and location)*

REPORTING STAFF POSITIONS: *(insert all staff positions that report Executive Director)*

REPORTS TO: *(insert title of contact personnel and/or board)*

SUMMARY:

The Executive Director is responsible for the effective leadership and management of the *[name of organization]* according to the strategic directions set by the Board of Directors. The Executive Director will direct and be accountable for overall operations, meeting legislative requirements, budgets, capital assets and overall programming and services of *[name of organization]*. Working with the Board and Staff the Executive Director plans, develops and implements policies, programs, strategic activities and research to further develop *[name of organization]*.

RESPONSIBILITIES:

Leadership

- Works with the Board of Directors in developing a vision and strategic plan for *[name of organization]*.
- Identifies, assesses and informs the Board of Directors of internal and external issues that affect the organization
- Fosters effective teamwork between the Board, Management, Staff and Executive Director
- Facilitates Board decision-making process by providing information on all aspects of the organization's activities and issues within the early learning and child care sector
- Acts as a spokesperson for the organization and Children's Services Sector
- Promotes a workplace culture that values respect, cooperation and collaboration
- Proactively represents the interests of both the organization and the sector to appropriate government bodies, regulatory agencies and others.
- Remains up-to-date on issues pertinent to the organization through ongoing education and community involvement

Financial Planning and Management

- Prepares and monitors annual operating budget, and reports regularly to the board on the organization's financial status

National Network on ELCC Human Resources Innovation and Decent Work

Resources are provided for reference only. Always consult current legislation in your jurisdiction to create policies and procedures that meet the needs of your organization.

- Identifies and pursues all appropriate revenue sources and government grants. Ensures the reporting requirements of all funding agencies are met
- Ensures sound accounting procedures and practices are in place and followed
- Ensures the organization complies with relevant accounting legislation
- Ensures implementation of board policies and directives with regard to financial management
- Advises the Board and committees on organization financial management, financial priorities and budget matters
- Assesses short and long term financial needs and recommends appropriate courses of actions
- Provides the Board with regular, comprehensive financial reports on revenues and expenditures
- Secures leases, insurance and security. Oversees maintenance, renovations and new construction projects
- Negotiates with funding agencies to obtain resources needed to meet organization and program needs
- Ensures policies and working conditions meet government regulations and standards
- Meets the reporting requirements of all funding agencies

Development, Delivery, and Management of Services and Programs

- Working with Board, Management, Staff and stakeholders, identifies, plans, develops and implements policies, programs, strategic change activities to direct activities and research
- Establishes and sustains strong relationships with other service agencies, associations, governmental agencies, municipality, partners, and stakeholders to fulfill community needs
- Ensures the development of new programs by liaising with client groups and other service agencies, participating on committees, task forces or community and network organizations.
- Ensures compliance with applicable legislation and regulations
- Provides leadership to the Board of Directors and its Committees, in identifying new program opportunities; develops budget and staffing proposals and presents them to the appropriate levels of government or other funding bodies to secure support and approval to implement new programs that serve the needs of the community
- Oversees the planning, implementation and evaluation of the Agency's programs and services
- Ensures the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board
- Monitors and evaluates programs and services to maintain and improve quality
- Oversees the planning, implementation, and evaluation of special projects

Operational Planning and Management

- Develops an operational plan which incorporates goals and objectives that work towards the strategic directions of the organization
- Ensures the operation of the organization meets the expectations of its clients, Board and funders
- Oversees the efficient and effective day to day operation of the organization
- Drafts policies as appropriate for approval of the Board and prepares procedures to implement the organization's policies; ensures a review of all policies on an annual based on an established schedule and recommends changes to the Board as appropriate

Human Resources

- Oversees human resource management, including establishing and maintaining qualified professional and competent staff
- Promotes and models a respectful attitude, sets standards for appropriate professional conduct
- Supports and advises in the hiring, development, discipline, lay-off and termination of staff in all the organization's programs.
- Oversees the implementation of human resources policies, procedures and practices including the development of job descriptions for all staff
- Establishes, maintains and oversees effective employee relations strategies including ongoing evaluation of employee performance and development
- Ensures equitable and fair compensation and benefit programs are in place
- Resolves employee grievances
- Ensures personnel policies and procedures conform to applicable laws and regulations

Community Relations/Advocacy

- Promotes the organization's services and programs within the community
- Develops and maintains strong working relations with local, municipal and provincial/territorial groups and committees
- Acts as a spokesperson, and represents the organization with the media, when required
- Promotes the organization in general, with all levels of government
- Develops and maintains links within the community, in order to be aware of changing community needs, and trends, and to test the feasibility of serving these needs
- Communicates with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the Agency
- Develops strong working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization
- Advocates on behalf of the early learning and child care sector in keeping with the Boards strategic directions

QUALIFICATIONS & SKILLS:

- Solid understanding of the early learning, child care and family resources environment
- University degree in business, public or health administration, child studies, social work, human services or a combination of post-secondary education with significant management experience
- Minimum of 10 years of progressive management experience in the not-for-profit sector
- Strong financial management skills with proven experience implementing strategies and managing risk to achieve operational objectives.
- Thorough knowledge and proficiency in program development, community development, program delivery and evaluation
- Demonstrated knowledge and experience in strategic planning and program development, including the development of policies, the administration of various programs and services, and human resources management, familiarity with evaluation tools and techniques as part of quality assurance
- Leadership - Strong leadership skills with proven interpersonal, teamwork and communication skills.
- Demonstrated ability to positively influence others to achieve results, empowers and inspires others, leads change, regenerative
- Ability to coach others, considers team composition, provides feedback on performance, and sets goals and objectives
- Established relationships with all levels of government Proven ability to establish and maintain productive relationships with other community-based organizations, the Board of Directors and government agencies.
- Decision Making -Sound decision-making by identifying, assessing, understanding, acting on and communicating risk issues
- Strong communication skills, ability to communicate complex issues clearly to varied audiences and communicate strategically to achieve objectives. Ability to communicate in both official languages is preferred
- Ability to take a leadership role in shaping the Agency's vision and values.
- Familiarity with evaluation programs, techniques and procedures for quality assurance