

JOB DESCRIPTION

Title:	Executive Director
Accountable to:	SCIC Board of Directors
Primary Responsibilities:	Organizational direction, leadership, oversight and management
Hours of Work:	100% FTE (40 hours per week), salaried position
Salary Range:	\$65,000 – \$80,000, plus benefits

Accountable to the Board of Directors, guided by SCIC's organizational mandate and strategic goals, the Executive Director is responsible for directing the programs, operations and administration of the organization. SCIC's Executive Director is expected to lead with vision and integrity, to manage the delivery of a diverse slate of evolving program initiatives in public engagement, education, youth leadership and network services.

Organizational Leadership & Governance

- Responsible for leading SCIC in a manner that supports and guides the organization's mission;
 - Expected to work with Board, staff and network to develop forward looking mission and strategic objectives;
 - Responsible for fulfilling SCIC's mission through programs, strategic planning and community outreach;
 - Responsible for ensuring the values of SCIC are espoused in all organizational activities;
 - Responsible for supporting a strong volunteer Board of Directors to fulfill their governance mandate, including,
 - Report directly to the Board President and keep them apprised of ongoing matters of consequence within the organization;
 - Seek Board involvement to meet organizational needs;
 - i.e. labour/management, financial, and policy advice and other support as required;
 - Participate in Board committees and serve as ex-officio member at Board and committee meetings;
 - Communicate effectively and provide, in a timely and accurate manner, information necessary for Board governance and oversight;
 - Responsible for supporting strong governance and organizational policy development and implementation; including identification of opportunities for organizational growth and improvement;
 - Expected to enhance SCIC's image by being active and visible in the community and by working closely with other professional, civic and civil society organizations towards common goals;
 - Represent member and sector interests in advancing human sustainable
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- development with government representatives and key decisionmakers;
- Responsible for maintaining SCIC's presence as an active member within current national coalitions, partnerships, consultation and advocacy groups, including but not limited to the Inter-Council Network
 - The ICN is a collaborative partnership group made up of eight provincial and regional councils for international cooperation. The ICN works together to support Pan-Canadian Initiatives and meets in various locations across Canada, several times a year. The ED is required to chair and serve on various ICN committees. Travel and flexible hours to accommodate active participation in this coalition and other groups is required.
 - Additional responsibilities related to hosting the ICN in future funding cycles may be required.
 - Expected to foster strategic partnerships, seek participation, and serve as a voice for SCIC member organizations in local, national, and international fora;

Human Resource Management

- Responsible for directing SCIC staff team including:
 - Hiring, and retention of competent, and qualified staff;
 - Staff supervision, supported work planning, performance monitoring and evaluation;
 - Maintaining a cooperative working relationship with the employee's union;
- Responsible for establishing policies and procedures for the day-to-day operation of the office, including collective bargaining;
- Expected to foster a positive and healthy workplace;

Financial Management & Reporting Responsibility

- Responsible for securing revenues (including funding agreements, donations and fees) necessary to support SCIC's mission and to ensure the financial health of the organization;
 - Responsible for all contracts, and agreements entered into and on behalf of the organization;
 - Responsible for ensuring all programs and activities are carried out in accordance with donor standards, legal contribution agreements, and relevant legislation;
 - Responsible for ensuring all reporting and contractual obligations are adhered to including programmatic and financial reporting as required;
 - Responsible for developing and overseeing adherence to all operational and programmatic budgets;
 - Responsible for fiscal management that generally anticipates operating within approved budgets, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
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Professional Qualifications & Assets

- Demonstrated transparent and high integrity leadership;
 - High level strategic thinking and planning;
 - Three or more years of staff management, human resource and labour relations experience, preferably within a unionized environment;
 - Demonstrated effective time-management and organization skills, including planning, delegating, program development and facilitation skills;
 - Demonstrated ability to effectively foster a positive workplace environment;
 - Experience and demonstrated leadership skills in coordinating and working with a volunteer Board of Directors;
 - Ability to envision and effectively communicate the organization's mission to donors, volunteers and the overall community;
 - Experience with policy development and analysis preferred;
 - Experience with project implementation plans, including annual work plans;
 - Strong financial management skills, including budget preparation, analysis, decision making and reporting;
 - Experience with funding acquisition, grant writing and program design;
 - An understanding of federal and provincial funding structures, opportunities, and obligations considered an asset;
 - Fundraising experience including excellent donor relations skills and understanding of the funding community;
 - Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers;
 - Experience with results-based management (RBM), project implementation plans, and monitoring, evaluation and learning (MEL) frameworks and tools;
 - Strong written and oral communication skills;
 - Strong public speaking ability;
 - Proficiency in French preferred;
 - Extensive knowledge of development effectiveness best practice, and human rights-based approach to international development assistance, including Canada's Feminist International Assistance Policy;
 - Proven ability to communicate a thorough understanding of international solidarity, sustainable development, and associated global issues and trends; including:
 - Anti-oppression, decolonization, and localization;
 - Justice, equity, diversity and inclusion;
 - Gender equality, inclusive governance and intersectional feminism.
 - A bachelor's or higher degree in International Development, related field of study or equivalent work experience;
 - Direct experience with international cooperation, sustainable development, and/or global justice initiatives preferred.
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