



Haida Gwaii Society for Community Peace
 Tlaa Juuhldaa Naay Transition House
Place of Change

Box 811 2132 Collison Avenue
 Masset, Haida Gwaii, B.C. V01 1M0
 Phone: (250) 626-4664 Fax: (250) 626-4662
 www.hgpeace.ca

Job Title:	Executive Director	Reports To:	Board Of Directors
Location	Masset, BC	Hours:	35 hours/week
Level/Salary Range:	Salary to be commensurate with education and experience.	Position Type:	Permanent full-time
Date Posted:	November 17, 2020	Posting Expires:	December 1, 2020
Applications Accepted By:			
FAX OR E-MAIL: (250) 626-4662 or ea.hgspeace@masset.ca Subject Line: Executive Director position Attention: Board Of Directors		MAIL: Box 811 2132 Collison Avenue Masset, BC V0T 1M0	
Job Summary: Plans, organizes, directs, controls and administers all agency activities, programs and operations directly or through other reporting managers consistent with Board approved agency policies, goals and objectives and in accordance with legal, statutory, constitutional and other requirements. Ensures that a high standard of client based program delivery is maintained. Promotes the agency's activities through contact with the community, business organizations, government and the general public.			
Reports to: The HGSCP Board of Directors.			
ROLE AND RESPONSIBILITIES <ol style="list-style-type: none"> 1. Involved in the Formulation and development of mission statements, new or revised policy and strategic plans, goals, operations; policies, new program proposals, directions or initiatives, impacts of legislative changes, resources needs and other matters of importance to an agency. Provides information and recommendations as well as proposals and plans to the Board for review, discussion and approval. 2. Plans, organizes, directs and controls the long term, general and day-to-day operations, administration and facilities management of a social service agency providing services directly or through a team of reporting managers. Establishes and implements management and human resource policies necessary to support the objectives of the agency including labor relations issues related to hiring, performance appraisal, grievance resolution, arbitrations, and discharge. Participates in union negotiations. 3. Establishes and maintains effective relationships with senior and other government officials, clients and stakeholders, funding sources, volunteers, community groups; communicates and /or promotes the agency's services, funding needs, value to the community, etc. Represents the agency at community and fundraising events, or other official functions. Participates on various task forces, working groups and other committees as an agency advocate. 			



4. Prepares annual Operating/Management Plans and budgets for consideration by the Board. Oversees and maintains control of approved budgets and expenditures for assigned responsibility area and major projects in accordance with agency financial control and administrative procedures. Develops and recommends contract terms and conditions to the Board. Develops and implements fundraising activities. May undertake contract negotiations and program proposals with funders.
5. Oversees and ensures risk management policies and procedures are sufficient to protect the agency, employees and/or volunteers from liability and other claims. Establishes and ensures all professional, licensing or other accreditation requirements are in place to satisfy legal, regulatory and other requirements.
6. Oversees and/or approves major program/project contracts, priorities, schedules and resource requirements and ensures all aspects of projects are carried out expeditiously and consistent with agency /Board objectives and policies; may include directing and monitoring the work of consultants, contractors and vendors.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Planning, organization, financial management and control, communications, policy development and administrative management and counselling and social work specific to agency/association needs. Knowledge and skills are typically acquired through completion of a university degree in a discipline relevant to agency requirements or equivalent.

Five to seven years of progressively more responsible program, managerial, supervisory and financial control experience in the community social service sector with a demonstrated and in-depth working knowledge of community-based programs and services, funding sources, community relations, Board relations, and access to community resources is required.

- Must have a good working understanding of Excel, Word, Outlook, Simply Accounting and computer technology.
- Financial management skills as well as unionized labor relations experience are required.
- Excellent presentation, public relations, oral written and interpersonal communication skills.
- Demonstrated teamwork, leadership, managerial and administrative skills.
- Well-developed planning, organizing, controlling and decision-making skills.
- Ability to deal tactfully with sensitive client issues.

PREFERRED SKILLS

- The ability to function independently, and frequently under pressure while managing multiple concurrent projects and deadlines including effectively managing crisis or emergency situations is an on-going expectation.
- Participation at meetings, conferences and other events may involve long work days, and/or frequent travel and evening or weekend work.



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Reviewed By:	ED, HGSCP BOD	Date:	November 1, 2012
Approved By:	HGSCP BOD,	Date:	November 12, 2020
Last Updated By:	HGSCP BOD	Date/Time:	Nov 12, 2020