

Society of St.Vincent de Paul of Vancouver Island Job Description

Title: Executive Director

Location: Administration Office

Supervisor: The Board of Directors

POSITION SUMMARY

The Executive Director, guided by an elected, volunteer Board of Directors is responsible for the overall administration and management of the operations and finances of the Society of St.Vincent de Paul of Vancouver Island. The Executive Director is responsible for the implementation of the mission, vision, values, goals and objectives of the Society of St.Vincent de Paul, through staff and volunteers, as established by the Board of Directors.

DUTIES AND RESPONSIBILITIES

Management

- Manages the financial, human and material resources in accordance with policies, bylaws, Articles of Incorporation and the annual strategic plan.
- Recruits, orients, evaluates and terminates staff in accordance with personnel policies.
- Coach's staff towards achieving professional excellence by collaboratively establishing broad staff objectives that meet the goals as outlined in the strategic plan.
- Ensures adequate financial resources and developmental opportunities are available to staff for them to fulfill their responsibilities.
- Interprets policies to staff and ensures the implementation of appropriate procedures.
- With the participation of the Treasurer and Financial Administrator, prepares and presents an annual budget for Board approval.
- Establishes adequate administrative and financial controls.
- Provides timely and accurate financial reports to the Board and appropriate agencies.
- Provides financial oversight of community and government contracts.

Board and Particular Council/Conference Support

- Fosters an environment conducive to effective Board governance.
- Works with the President and Board/PC/Conferences on the development of an Annual Strategic Plan and monitors progress of the plan throughout the year.
- Assists Board/PC activities by preparing administrative and financial reports and by sharing own and staff's expertise, experience and corporate history.

- Facilitates Board training and development.
- Assigns appropriate staff to assist Board Working Committees as required.
- Attends Board and Committee Meetings as required (approximately 6 per month)

Communications and Public Relations

- Develops and implements a strategic communications plan to continually improve the public image of the Society of St. Vincent de Paul.
- Establishes and promotes effective understanding and sound relations between the Society and the public; key donor groups; government departments and the media.
- Maintains positive relationships with and participates in initiatives of the Provincial St. Vincent de Paul and the National Council of St. Vincent de Paul.
- Represents the Society at conferences, meetings and speaking assignments.
- Supports the President as chief spokesperson for the Society.

Resource Development (Fundraising)

- Assists in the recruitment of a fundraising Chairperson and with this new Chairperson conducts the major Fundraising awareness program during St. Vincent de Paul week (to be determined).
- Establishes the annual fundraising plan with the fundraising Chairperson and Committee.
- Develops and implements a plan to apply to Foundations to access funds that support the fundraising goals.
- Encourages co-operation and co-ordination between the staff/volunteers and the members/conferences of the Society to achieve effective resource development.
- Assists in the recruitment, orientation, and training of the fundraising team.
- Establishes procedures for tracking, recording and reporting donations.

SUPERVISORY RESPONSIBILITIES

The Executive Director is accountable for all paid and volunteer personnel of the Society of St. Vincent de Paul of Vancouver Island. The Executive Director is directly responsible for the supervision of the following functions: Fundraising, Finance, Communication, Computer Systems Management, and Office Administration and Human Resources.

This includes ensuring that all personnel are treated in accordance with Board policies and government legislation and that authority is used to motivate personnel to accept responsibility for achieving professional excellence within a strategic, team environment.

SUPERVISION RECEIVED

The Executive Director reports to the Board of Directors. The Board policies, Bylaws, Articles of Incorporation, Mission, Vision, Values and annual strategic plan govern all activities. Any deviations from these must receive Board approval.

EDUCATION AND EXPERIENCE

- A Bachelor degree higher (or equivalent), preferably specializing in either social work, community development, finance, public administration, accounting or commerce.
- A minimum of five (5) years demonstrated supervisory/managerial experience.
- A minimum of five (5) years working with volunteers.

MENTAL EFFORT

- Almost continuous mental effort to organize both verbal and written information, balance priorities and multi-task several activities at the same time requiring careful listening and concentration.
- Frequently required to work with simultaneous or competing deadlines, which can be either regular or unpredictable.

PHYSICAL EFFORT

- Frequently required to sit for extended periods of time during meetings and while operating computer equipment.

WORKING CONDITIONS

- Works in own office with frequent interruptions and multiple demands.
- Occasionally must travel to meetings and functions outside of normal office hours.

OTHER FACTORS

- An understanding of the philosophy of the Society of St. Vincent de Paul.
- Highly developed communication and interpersonal skills.
- Knowledge of community organizations and structures, social services, corporate structures, Society relations and volunteer management.
- The ability to work with collaborative community projects and provide stewardship of donors in addition to having knowledge of fundraising campaigns.
- The ability to build and sustain a complex net of relationships is essential.
- A vehicle is required.
- Must participate in the pursuit of self-development to improve knowledge, expertise, management and administration abilities, to better direct the affairs of the Society of St. Vincent de Paul.
- Ability to use the Internet, Microsoft office suite and data bases is required.