

Executive Director Job Posting – BBBSCW

CAREER OPPORTUNITY:

Executive Director

Compensation: \$60,000-\$80,000 – commensurate with experience

Reports to: Board of Directors – Chair

Office and Role Location: Fergus, ON

Summary Qualifications

- Experience: Minimum of 5 years of management experience in a non-profit organization. Proven track record in revenue generation, community engagement, and program management.
- Skills: Strong leadership, communication, and interpersonal skills. Ability to inspire and motivate staff, volunteers, and donors. Financial acumen and strategic thinking.

About Big Brothers Big Sisters of Centre Wellington (BBBSCW)

Our Mission is to enable life-changing mentoring relationships to ignite the power and potential of young people.

Our Vision is that all young people realize their full potential.

BBBSCW is part of the Big Brothers Big Sisters of Canada Federation, comprised of 90 member agencies across Canada. Big Brothers Big Sisters has provided quality mentoring programs to young people for over 100 years.

BBBSCW was founded in 2006, and now serves more than 250 young people across the community through our core mentoring programs. BBBSCW is a dynamic organization focused on youth mentorship in Centre Wellington, Ontario, with the goal of helping every child realize their full potential.

At BBBSCW, we seek to put children and youth on a path to lifelong success and change the trajectories of their lives in positive ways. We are committed to the recruitment of volunteers dedicated to upholding the values and principles of the agency and to those we serve.

The Opportunity

BBBSCW is seeking an Executive Director (ED) with the skills and experience to be a collaborative yet decisive leader. The successful candidate will possess the skills to execute strategic and operational plans with an eye toward continuous improvement, strengthening the impact of our programs, and building greater sustainability. The ED will have the ability to motivate, unite, engage, and lead our staff, volunteers, supporters, and the communities we serve.

The Executive Director's role is the organizational lead, directly managing a team of five staff focused on three key areas: program delivery, external relations, and fund development.

The successful candidate can rally a community and team around a core mission of helping young people reach their full potential, by empowering the team to meet the needs of our rapidly evolving community. In addition to team leadership, the ED will play a critical role in building new partnerships while fostering

existing ones, engaging with the community, revenue generation, and ensuring the long-term financial sustainability of the organization.

As BBBSCW's public face, the Executive Director is responsible and accountable to the Board of Directors for the leadership, fundraising, administration, organization, and management of its operations in accordance with BBBSCW's Mission, Vision, Values, and Strategic and Operational plans.

Key Duties and Responsibilities:

Leadership:

- Participate with the Board of Directors in implementing our strategic plan to guide BBBSCW.
- Foster effective teamwork between and amongst the Board of Directors, the Executive Director, and the Staff.
- Develop operational plans that incorporate goals and objectives, which align with BBBSCW's mission, vision, values, and strategic plan.
- Ensure that BBBSCW's operation meets the expectations of its clients, board, funders, and remains compliant with national or other applicable standards.
- Oversee the efficient and effective day-to-day operations of BBBSCW.
- Ensure the development, implementation and maintenance of relevant policies and procedures.
- Identify, assess and inform the Board of Directors of internal and external issues that affect BBBSCW.

Community Relations:

- Represent the organization by promoting the vision and impact of programs to inspire and encourage staff, volunteers, supporters, donors, and community members.
- Act as the primary spokesperson and attend community functions, media events, and public meetings.
- Identify, cultivate, and enhance key relationships and alliances with a broad network of community organizations, corporations, foundations, and donors.
- Make a concerted effort to learn from and build relationships with community associations that reflect the diverse range of individuals and groups in our region, to ensure our programs and services are reflective of our EDI goals.
- Foster relationships and partnerships with other non-profit organizations in Centre Wellington.
- Work with staff and volunteers to promote and enhance a strong BBBS brand, profile and reputation through excellent communications channels and impact reporting.
- Represent BBBSCW in working with Big Brothers Big Sisters of Canada and Big Brothers Big Sisters of Ontario.

Financial Management and Revenue Generation:

- Work with Staff and the Board to prepare a comprehensive, balanced annual budget.

- Oversee effective fiscal management and control systems to ensure adherence within required regulations and legislation.
- Monitor and report on financial performance to the Board, working with the board's finance committee to adapt as required to meet the yearly target.
- Provide leadership in the execution of fundraising strategies, including helping build a culture of philanthropy, sharing knowledge of best practices related to fundraising, and by modelling proactive donor and prospect relationship management.
- Lead staff to optimize revenue generation to meet the organization's needs.
- Administer BBBSCW's funds in accordance with the approved budget and within the signing authority delegated by the Board, including setting, monitoring, and approving all major expenditures, service contracts, and related activities.
- Develop a donor stewardship model that is monitored regularly.

Service and Program Delivery:

- Oversee the planning, implementation, and evaluation of BBBSCW's programs and services.
- Ensure that the programs and services offered contribute to BBBSCW's Mission and reflect organizational priorities and community needs.
- Ensure strategies and plans are in place to promote BBBSCW's programs and services, as well as identify service needs/gaps and emerging trends to support the sustainability and growth of BBBSCW programs and services.
- Be aware of and advise our Board and Staff of changes in any National and Municipal Standards, legislative, policy, or procedural areas affecting programs, services, or service delivery practices.

Human Resources Planning and Management:

- Determine staffing requirements for organizational management and program delivery.
- Oversee the implementation of human resources policies, procedures and practices.
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations.
- Encourage/mentor staff to demonstrate personal leadership, problem-solving skills and teamwork.
- Implement a complete performance management process for all staff positions (including effective recruitment, complete job descriptions, ongoing feedback/mentoring, annual performance evaluation, compensation, recognition, development opportunities, and discipline processes).

Risk Management:

- Identify and evaluate the risks to BBBSCW's people (clients, staff, management, volunteers), property, finances, image and reputation, and implement measures to control risks.
- Inform the Board of any risks to the organization.

Qualifications and Key Skills:

- Over five years of experience in a leadership role, involving developing, managing, and leading highly effective teams.
- A passion for youth mentorship and development as a service organizations .
- A strategic and growth mindset.
- A history of success in developing, executing, and monitoring successful revenue generation and fundraising plans.
- A firm grounding in financial reporting and budgeting.
- Experience working with and presenting to a Board of Directors.
- Proven ability to develop and implement strategic and operational plans in alignment with an organization's mission
- Excellent verbal, written and presentation skills with an ability to tailor messaging to a variety of audiences.
- A commitment to equity, diversity, inclusion and reconciliation.

Compensation and Benefits:

- The compensation for this role is \$60,000-\$80,000 per year.
- The position also comes with benefits, including a health care spending account.

APPLICATION PROCESS

Applications should be sent to amy.shieldslaw@gmail.com no later than 5:00pm ET on Friday, October 25th, 2024; please include a cover letter, resume, and three appropriate references with your application.

In accordance with National Standards, it should also be noted that the successful applicant will need to provide a clear Vulnerable Sector Police Check.