



**BIG BROTHERS BIG SISTERS OF WEST ISLAND
EXECUTIVE DIRECTOR POSITION DESCRIPTION**

Big Brothers and Big Sisters of West Island provides life changing relationships to children who are struggling. Many children today face challenges such as bullying, low self-esteem, and isolation. We match these children with a positive role model and, through quality one-on-one mentoring, guide them to overcome their obstacles and empower them to reach their full potential, forever changing the child and their community.

Summary of the Position

The Executive Director is responsible for leading and managing a child and youth mentoring agency in accordance with Big Brothers Big Sisters of Canada's By-Laws and the policies set by the agency's Board of Directors. As a leader, the Executive Director models and promotes excellence, accountability, quality, creativity, transparency and empathy throughout the agency.

Key Responsibilities

1) Support the Board

- Work with the board and committees to organize and follow up on all meetings.
- Provide reports to the board that ensure compliance with all of their duties, including charitable filings.
- Act as a professional advisor to the board on all aspects of the organization's activities.
- Identify, assess and inform the board of internal and external issues that may affect the agency.
- Prepare and present proposals and plans to the board for review, discussion and approval with respect to any potential, new initiative that would help the agency achieve its mission, vision and goals.
- Support the board in developing and regularly reviewing board and organizational policies and procedures.
- Act as liaison between staff and board, fostering positive relations and clear understanding of the respective roles and responsibilities.
- Ensure board members receive a comprehensive orientation to the agency and National.

2) Set Long-Term Vision and Strategic Goals

- Collaborate with the board to develop a long-term vision and strategic goals, incorporating feedback from staff and stakeholders.
- Participate to the development of the strategic plan and long-term financial plan for the agency.
- Implement the plan and monitor progress towards vision and goals. Recommend changes to the plan, as necessary.

3) Plan and Manage Programs and Operations

- Ensure implementation and effective execution of agency programs in accordance with National Standards and agency policies.
- Prepare, monitor, and be accountable for annual agency operating plan and budget, based on the strategic plan.

- Ensure policies and procedures are in place for effective fiscal management and oversight.
- Establish mechanisms for evaluating agency programs on a regular basis.
- Regularly monitor revenues and expenditures against budget and make adjustments as necessary.
- Assume the role of Chief Privacy Officer and ensure adherence to federal and provincial privacy legislation.
- Identify, assess and manage all risks to the agency.
- Optimize the use of technology to ensure efficiency and effectiveness of program delivery and operations.

4) Manage Human Resources

- Recruit and hire qualified staff and ensure proper screening.
- Oversee and direct the implementation of HR policies and procedures.
- Ensure all new staff are oriented and trained to perform their duties.
- Implement a performance management process which includes updated job descriptions, annual work plans, ongoing monitoring and an annual performance review.
- Ensure on-going training and professional development opportunities are made available to staff.
- Establish clear patterns of authority, responsibility, supervision and communication with staff.
- Establish a positive, inclusive, healthy and safe work environment in accordance with all appropriate legislation and regulations.

5) Generate Revenues

- Create annual fund development plan linked to the operating budget, with clear targets and actions, and a diversity of funding sources.
- Define the case for support for both donors and funders.
- Identify funding programs for which the agency is eligible and prepare applications.
- Research innovative practices in fundraising and assess applicability to the agency.
- Ensure existing donors are appropriately recognized and stewarded.

6) Oversee Communications and Marketing of the Agency

- Raise visibility and promote the services of the agency.
- Ensure compliance with Big Brothers Big Sisters' brand.
- Supervise development, execution and evaluation of a communications and marketing plan as part of the annual operating plan of the agency.
- In conjunction with the Board Chair, act as the agency's key spokesperson and representative to the community, government and media.

7) Engage Community

- Ensure the organization builds and sustains relationships with young people, families, volunteers, donors, funders, government representatives, politicians, and other community-based agencies to help achieve the agency's mission and goals.
- Explore and where feasible, build strategic partnerships that will advance the interests of the agency.
- Work positively and collaboratively with other agencies in the mentoring movement,

Competencies

Qualifications: Bachelor Level training in business management or related experience. Excellent interpersonal communication skills. Experience in non-profit management is an asset. The employee must be comfortable with technology and proficient in using Microsoft Office. Perfectly bilingual (English and French).

Abilities: To perform this job successfully, the employee in this position must be an energetic self-starter who is able to function comfortably in a team environment or independently, someone who relates well to co-workers and the public. This position requires flexibility and the ability to manage time and multiple tasks with little supervision. He or she must also effectively promote and value diversity, inclusion and equity in the workplace and community at large.

Particular Demands of this Position: Must be able to assume a wide range of responsibilities, to work with staff and volunteers who vary in their work styles, and to work under pressure. Should be willing to work irregular, extra hours, evenings or weekends as necessary. Must be able to provide timely response to requests and deadlines.

Work Environment: The primary location of this position is a typical office environment, however the responsibilities may require meetings outside the office. The employee must be able to transport himself/herself to meetings. He/she may also be required to attend meetings and conferences outside the province from time to time.

Confidentiality: Employees must follow and adhere to all confidentiality and privacy requirements as per National Standards and agency policies and practices.

Job Performance Evaluation: The employee will be evaluated annually by the Board of Directors, and more often if performance warrants.

Please send résumé and a covering letter to westisland.board@bigbrothersbigsisters.ca by March 23rd, 2018. Although we appreciate anyone's interest for this position, only selected applicants will be contacted for an interview.