



Job Posting: Executive Director

The Executive Director is responsible for leading and managing a non-profit, adult English language literacy organization in accordance with Literacy Unlimited by-laws and the policies set by the organization's Board of Directors. As a leader, the Executive Director models innovation, teamwork (internally and with our community), confidentiality, and integrity in a professional and supportive learning environment.

Executive Director Job Responsibilities:

- Responsible for the planning, organization, and direction of Literacy Unlimited operations and programs.
- Develops and implements policies, procedures, and operational reporting/metrics.
- Oversees and reports on the organization's results for committees and the Board of Directors.
- Coordinates and leads annual budget reviews and provides monthly financial updates to the Board of Directors.
- Provides leadership and support to the staff to enable them to be successful in their efforts.
- Determines and approves major systems implementations related to the operations.
- Promotes team development for a diverse, highly qualified staff.
- Ensures that services and funding relationships are robust enough to meet or exceed strategic goals and objectives according to the strategic direction set by the Board of Directors.

Work Hours

- Literacy Unlimited operates from mid-August to end of June on an annual basis.
- Work environment is a hybrid of work from home and in-person.
- 30 hours/week (some evening and weekend work for meetings and events)
- Start Date: May 22, 2023
- Access to a car for occasional offsite meetings is required.

Executive Director Qualifications/Skills:

Education

- University degree in a field such as education, psychology, community development, human relations, or business

Experience

- 5 or more years of senior management experience in a non-profit sector organization
- Experience in community organizational development
- Experience in human resources management
- Experience in financial management
- Knowledge of the West Island an asset

Skills

- Proficiency with MS Office 365 and its applications (Teams, Excel, PowerPoint, Publisher, Word)
- Proficiency with Salesforce and Quickbooks
- Strong written and oral communication skills
- Self-starter with the ability to manage time and multiple tasks with little supervision.
- Ability to foster teamwork and work collaboratively with staff, volunteers and members of the Board of Directors
- Able to develop strong and effective partnerships with external parties.
- High level of confidentiality and privacy
- Able to think strategically.
- Languages – English (required), French an asset

Who we are:

Literacy Unlimited is a non-profit, volunteer-based, West Island community organization dedicated to empowering adults through improved English-language literacy. For over 40 years we have been recruiting, training, and supporting volunteers to tutor adults in reading, writing, numeracy and computer skills. We also provide learner enrichment activities, adult education centre assistance programs, and community programs with community partners, outreach and sensitization activities. We strive to empower adults to live more independent and engaged lives by increasing their literacy and reaching their personal, educational or employment goals.

Please send your CV with a cover letter by April 15th to:

Selection Committee

info@literacyunlimited.ca

Subject line: Executive Director Position

Only candidates selected for an interview will be contacted.



Job Description: Executive Director

Overview:

Reporting to the President of the Board of Directors, the Executive Director plans, directs and coordinates operational activities at the highest level of management according to the strategic direction set by the Board of Directors. She/he displays positive leadership for the overall well-being of the organization.

Responsibilities:

Leadership

- Foster effective teamwork with the Board of Directors and staff
- Participate with the Board of Directors in developing a vision, strategic plan, and long-term financial plan to guide the organization
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization
- Act as liaison between staff and board/ committees, fostering positive relations, providing reports as needed, and supporting the orientation of new board members.
- Act as a professional advisor to the Board of Director on all aspects of the organization's activities
- Act as a spokesperson for the organization at the local and provincial level
- Manage the Annual General Meeting process

Operational planning and management

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
- Oversee the efficient and effective day-to-day operation of the organization
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on a regular basis and recommend changes to the Board as appropriate
- Monitor program execution and standards
- Establish mechanisms for evaluating program impact
- Oversee the planning, implementation, execution and evaluation of special projects

- Optimize the use of technology to ensure efficiency and effectiveness of program delivery and operations.

Human resources planning and management

- Establish a positive, inclusive, healthy and safe work environment in accordance with all relevant legislation and regulations.
- Determine staffing requirements for organizational management and program delivery
- Recruit and hire qualified staff and ensure proper screening
- Oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff
- Ensure clear patterns of authority, responsibility, accountability and communication with staff
- Implement a performance management process for all staff which includes monitoring the performance on an on-going basis and conducting an annual performance review
- Ensure on-going training and professional development opportunities are made available to staff
- Coach and mentor staff as appropriate to improve performance

Financial planning and management

- Develop and maintain annual budget with support of the Treasurer
- Regularly monitor revenues and expenditures against budget and make adjustments as necessary.
- Monitor cash flow of the organization
- Work with the Board/committees to secure adequate funding for the operation of the organization
- Define the case for support for donors and funders and identify, describe and quantify projects to support requests to funders
- Research funding sources, oversee the development of fund-raising plans and write funding proposals as appropriate
- Participate in fundraising activities as appropriate
- Ensure that sound bookkeeping and accounting procedures are followed

Community relations/advocacy

- Act as a spokesperson for the organization and represent the organization at community activities to enhance the organization's community profile
- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization
- Build and sustain good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization

- Explore, and where feasible, build strategic partnerships that will advance the interests of the organization

Marketing and Communications

- Supervise development, execution and evaluation of a communications and marketing plan
- Raise visibility and promote the services of the organization
- Coordinate Direct Mail Campaign
- Design and coordinate production of promotional material
- Write media announcements

Personal skills:

- Understanding of business practices
- Act in accordance with the highest ethical standards
- Build and maintain relationships, both internally and externally
- Foster teamwork and work collaboratively
- Strong communications skills
- Develop new and unique ways to improve operations and create new opportunities
- Anticipate, understand and respond to the needs of volunteers, students or learners and sponsors
- Make clear, timely decisions
- Ability to prioritize
- Think strategically and assess options and actions based on trends and conditions in the environment and the vision and values of the organization
- Set goals, create and implement action plans and evaluate progress and results
- Solve problems