

Executive Director

Overview:

To oversee the day to day operations, providing leadership in the fulfillment of the mission, vision and strategic priorities of the society in support of women and children in the Sea-to-Sky Corridor. To support and uphold the values implied by the Howe Sound Women's Centre Society Mission Statement. The Executive Director must have a passion for making a difference in the lives of women and children in our communities.

Location: Primary location is in Squamish, BC, with travel to Whistler and Pemberton.

Hours: 5 days per week, typically Mon-Fri, however, needs to be available for meetings, events and emergency situations outside of standard working hours.

Role Responsibilities and Deliverables:

Administration:

- Administers the society's organizational and day-to-day operations
- Oversees contract administration and reporting of all contracts and grants
- Ensures compliance with Societies Act
- Oversees and participates in grant writing ensuring all application deadlines are met
- Negotiates, reviews, and signs all contracts and grant applications on behalf of the society
- Directs implementation of policies and procedures
- Oversees the maintenance of all society official records
- Directly manages all administrative staff
- Develops ongoing high level of Howe Sound Women's Centre ("HSWC") product knowledge and services while promoting and interacting with others
- Fosters a strong culture of health & safety; ensures all WorkSafeBC and BC Safety Authority requirements are met; ensures that a strong relationship exists between the Society and regulatory bodies and that all certification requirements are and continue to be met within the functional areas
- Manages projects, delegates work, and manages across core functions
- Works on various committees internal and external to the organization
- Overseeing IT functions including email and server management

Strategic Leadership:

- Works in collaboration with staff and Board of Directors (BoD) to create organizational vision, mission, and values
- Collaborates with staff and BoD to develop strategic plan and set clear results oriented goals (may involve, organizing staff and BOD collaboration sessions, securing consultants, and writing strategic planning document)
- Identifies and allocates resources needed to achieve strategic goals
- Meets with managers regularly and provides coaching and leadership to assist them in achieving their program goals, managing their budgets, and assisting with HR issues

- Oversees the dissemination of information to the community through the HSWC newsletters, current events, and calendar updates
- Leads unique and special projects as required to support the organization's strategic priorities
- Fosters effective communication between the BoD, staff, communities and membership
- Fosters a productive work environment helping to creating a positive performance culture
- Effectively manages the changing landscape while assessing any potential risk or threats to the Society such as image, financial security or other potential liabilities
- Provides regular reports to the BoD on the progress of the Society
- Solicits and works with various consultants and external agency contacts as required
- Champions all policies, procedures, and contributes to the development of policies and procedures
- Behaves as a positive representative of HSWC, both internally and externally
- Takes personal accountability and responsibility for actions; takes initiative to find creative solutions to problems or issues
- Leads by modeling HSWC values
- Resolves conflicts effectively and efficiently

Financial Management:

- Responsible for the financial stewardship of the Society
- Prepares and submits an annual budget to the BoD for approval
- Manages the approved annual budget and ensures adequate funding is available for operations
- Adheres to the approved annual budget and communicates in an efficient and timely manner to the BoD any emerging financial issues that could impact the fiscal health of the organization
- Ensures that sound bookkeeping, accounting and expenditure procedures are followed, including the
- Preparation and execution of annual audit
- Ensures the organization complies with all legislation covering taxation, withholding payments and other related legislation
- Pursues and directs grant applications, donations and fundraising activities
- Oversees management of the Society's not for profit business (Pearls Value and Vintage) including review of monthly data collection and financial statements, trouble shooting, marketing, and staffing
- Explores new not for profit entrepreneurial opportunities
- Develops new funding opportunities and partnerships

Human Resource Management:

- Provides strategic human resource management including strategic planning, succession planning, retention management and workforce planning
- Responsible for full cycle people management including recruitment, training, on-going feedback, performance management, annual evaluation and terminations

- Coaches management team in recruitment, hiring, training, supervision, motivation, and evaluation of program staff
- Supports program managers in overseeing volunteer recruitment, hiring, training, retention
- Helps to create job descriptions and ensures performance evaluations are linked to job descriptions
- Oversees maintenance of personnel files
- Interprets and translates BoD policy to management and staff

Program Management:

- Oversees program managers and guides their day to day activities
- Facilitates research, planning, development, implementation, and evaluation of programs and services
- Supervises implementation of all programs ensuring contractual obligations (budgetary, resource, and reporting) are fulfilled

Marketing and Public Relations Management:

- Promotes community awareness of the society's mission statement and goals
- Facilitates public relations, external communications and is primary media contact
- Establishes a collaborative working relationship with like-minded community groups, funders, and local, provincial and federal government agencies
- Expands local revenue generating and fundraising activities to support existing program operations and regional expansion
- Deepens and refines all aspects of communications, from web presence to external relations, with the goal of creating a stronger brand
- Uses external presence and relationships to garner new opportunities

Qualifications:

- A bachelor's degree in social services, women's studies, leadership and/or business (master's degree is an asset)
- An understanding of systemic discrimination and issues facing women and children, and the dynamics of violence against women
- Knowledge and understanding of laws and regulations affecting non-profit society governance
- Working knowledge of BC labor standards
- Minimum of 5 years management experience and at least 2 years executive level management experience
- Training and/or experience working in a non-profit environment and small business management experience is an asset
- Training and/or experience in the following areas: marketing, public relations, financial management, and human resource management
- Property management experience an asset

- Computer skills: Proficient with all MS Office programs, data input and research capabilities, social media skills, web applications, internet and email use

Characteristics and Abilities:

- Strong communication skills (both oral and written)
- Self-motivated, results-oriented with strong organizational skills, critical thinking and problem-solving skills
- A passion to make a difference in the lives of women and children in our communities
- Ethical, trustworthy, respectful, and culturally aware
- Motivated to keep all internal communications healthy, respectful, and productive
- Ability to motivate others, leading by example and a team player willing to work with others toward fulfillment of strategic objectives
- Self-directed entrepreneurial spirit is essential
- Ability to manage time and stress effectively
- Ability to delegate and organize work effectively
- Creative thinker who fosters creativity in others
- Strong networking, organizational, and problem-solving skills
- Experienced presenter and public speaker
- Ability to effectively manage change
- Exceptional negotiation skills
- Ability to effectively manage conflict
- Proficiency with MS Office and social media platforms
- Flexible and adaptable to work efficiently in variety of settings
- Passion for exceptional customer service is essential
- Candidate must have reliable vehicle, a valid BC Driver's License and be willing to carry appropriate vehicle insurance
- Willingness to travel throughout Sea to Sky Corridor as required

Additional Information:

This position may be stressful at times. Managing emergency situations in an ever-changing environment, and meeting deadlines is an ongoing expectation for the society. The successful candidate will have clear strategies to manage stress and ensure self-care and the health of their team. This position will require flexibility to work outside normal work hours.

The Executive Director is the 'face of the Women's Centre' and must maintain a positive public image.

The Executive Director must be aware of the potential for allegations by clients and therefore, conduct must be maintained in a manner where behaviors/actions cannot be misinterpreted. The Executive Director is required to take precautionary measures, and follow safety guidelines to



ensure safety is paramount. The Executive Director and staff must be aware of the risks when working with potentially hostile or aggressive clients and follow safety guidelines.

The Executive Director must maintain confidentiality and be sensitive to diversity among clients, co-workers and the community.

At Howe Sound Women's Centre Society, we encourage applications from all qualified individuals, and value a diverse workforce that reflects the communities we serve.

This position requires a criminal record check by the police and an authorization for a criminal record check under the Criminal Records Review Act of BC annually.

Reports to: Board of Directors

Closing date: This position will remain open until a suitable candidate is found

Please direct your cover letter, resume and all inquiries to: Board of Directors, cindy@tagwhistler.com