



# **Executive Director**

## **40 hours per week / Exempt**

### **Position Summary:**

Reporting to the Board of Directors, the Executive Director (ED) is accountable for the overall leadership of operations for Chilliwack Community Services.

### **Working Relationships:**

- Board of Directors.
- Management Team and other staff in oversight aspects of the society.
- Community and Government Agencies conducive to furthering the mission, vision and values of the society.
- Internal and External Committees.

### **Qualifications:**

#### *Education, Training and Experience:*

- Strong leadership background with experience in a non-profit environment. Demonstrated experience in program development and management.
- Excellent interpersonal and problem solving skills with a commitment to a participatory leadership style. Strong computer and technology skills.
- University Degree at Masters Level in Social Services or related field.
- Experience in negotiating service contracts.
- Excellent communication and public relation skills, both oral and written.

### **Key Duties and Responsibilities:**

#### *Vision:*

1. Inspires visionary thinking in others that is consistent with the Values, Mission & Vision of the Society.
2. Reviews, clearly articulates and models the associated behavior of Vision to all stakeholders.

#### *Strategic Leadership:*

1. To lead the Society in planning and evaluation of programs and services meeting the needs of the community, and ultimately oversight of those programs. Report the needs of the community, and ultimately oversight of those programs. Report significant occurrences to the Board of Directors.
2. Identifies emerging issues, works in collaboration to address changes, and communicates effectively to facilitate smooth transition for any changes required to stay a leader in the field.
3. Play an integral role in the development and implementation of a strategic plan which incorporates collaboration of stakeholders in the process.
4. Cultivates a culture of safe space for staff to share information and authority, in a method that benefits the Society, and ultimately the clientele.

### *Continuous Improvement:*

1. Seeks, evaluates and acts upon opportunities for innovation in the continuous improvement of the Society.
2. Conduct informal and formal supervision and annual performance evaluations of management to ensure accountability and aide in professional growth. Executive Director Page 2 of 3 Updated: September 2019
3. Ensure an infrastructure is implemented and maintained to address the necessary framework of support for direct service delivery.

### *Planning:*

1. Plan and participate in progressive policy development that incorporates stakeholder involvement for Board approval. Aid in the education of those policies, resulting in fair practices for staff and clients.
2. Ensuring succession planning exists for key positions to enable the feasibility and longevity of the Society.
3. To lead in long range planning to ensure that the Society continues to meet the social needs of the community.

### *Financial Stewardship:*

1. Ensure planning and regular review of sustainable funding for the Society.
2. Provide oversight of budget preparation and monitoring of ongoing financial affairs of the Society.
3. Ensure regular financial reporting to the Board of Directors, including any recommendations for sustained financial viability and sustainability as they may arise.
4. Ensure a realistic, ambitious fundraising plan from a variety of donors, sponsors & foundations.
5. Participates actively in identifying, cultivating, and soliciting donor prospects.
6. Take an active role in the promotion of fundraising activities.
7. Respectfully negotiate contracts with funding bodies that are realistic to the funds and services available.

### *Human Resources:*

1. Hire, train, delegate, supervise and release staff reporting to the ED. Ensures adequate quantity and quality of staffing (paid and unpaid) is maintained for the effective operation of the organization.
2. Develops leadership skills in staff through shared decision making, management responsibilities and delegation. Empowers others through sharing of information and authority.
3. Supports staff in goal setting, developing skills and demonstrating initiative.
4. Recognizes excellence.

### *Relationships:*

1. Maintain respectful relationships with funding representatives, while advocating for the adequate quality and quantity of services.
2. Identify, develop, and maintain key relationships in the community, necessary to support CCS being a leading partner.
3. To liaise with community groups or committees as required in the development of local programs.
4. Provide leadership in the industry, beyond the community. Actively participate in regional and provincial initiatives that enhance regional, provincial or federal policies impacting Chilliwack community members.
5. To work closely with members of the Management Team to nurture, support and guide them in their role with programs and staff.
6. To promote Chilliwack Community Services to further the aims and objectives of the Society. Executive Director Page 3 of 3 Updated: September 2019
7. To be accessible and develop strong working relationship with staff.

*Governance:*

1. Work in partnership with the board to develop effective strategies for achieving the mission and vision of the Society.
2. Support the Board in the regular review of Society policies to guide overall healthy functioning.
3. Support the Board by effectively communicating necessary information, allowing informed decision making.
4. Support the Board with professional development for the Board as a whole. 5. Be a resource for the Board as required.

***Personal Characteristics:***

**Behaves Ethically:** Understands ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and aligns with the values of the organization.

**Professionalism:** In both appearance and manner represents the Agency in a positive light at all times. Maintains poise in difficult situations and lead by example.

**Builds Relationships:** Establishes and maintains positive working relationships with others both internally and externally to achieve the goals of the organization.

**Communicates Effectively:** Speaks, listens and writes in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

**Fosters Teamwork:** Works cooperatively and effectively with others to set goals, resolve problems and make decisions that enhance organization effectiveness.

**Makes Decisions:** Assesses situations to determine the importance, urgency and risks, and makes clear decisions which are timely and in the best interests of the organization.

**Organizes:** Set priorities, develops a work schedule, monitors progress towards goals and tracks details/data/information/activities.

**Plans:** Determines strategies to move the organization forward, set goals, creates and implement actions, plans, and evaluates the process and results.

**Solves Problems:** Assesses problem situations to identify causes, gathers and processes relevant information, generates possible solutions, and makes recommendations and/or resolves the problem.

**General:**

- This position is exempt.
- Wage – Under review in keeping with CSSEA Exempt Wage Survey.
- This position is eligible for extended health and dental benefits.
- This position is eligible for RRSP group contributions.
- This position is open to all persons.
- This position requires successful completion of a criminal record check.
- This position requires successful completion of credential verification.
- This position reports to the Board of Directors.

**Please mention the name of the job position you are applying for in your cover letter.**

**NO phone calls. Only short listed applicants will be contacted.**

**Please submit your cover letter and resume to:**

Human Resources  
Chilliwack Community Services  
45938 Wellington Avenue, Chilliwack, BC V2P 2C7  
Fax: 604.792.6575 Email: [vegh@chilliwack.com](mailto:vegh@chilliwack.com)

**Closing Date:** 12:00 Noon, February 6 2023