Executive Director – Role Description

1. Role Overview

The Executive Director is the key operational position of responsibility for the overall success of the organization through effective and strategic leadership. This position is entrusted with the fulfillment of the mission, vision and strategic plan of the organization, and is the lead staff person for organizational governance. This role involves planning, organizing, directing, controlling and administering all Society operations directly or through reports. This position requires a leader who inspires flexible thinking in an ever-changing environment. The Executive Director’s leadership is consistent with the Society’s Vision, Mission, Guiding Principles, Values, Governance / Operational Policies and Strategic Plan.

In particular, and in the interest of quality client service, this position is responsible for strategic leadership, management and oversight in the following areas:

- Strategic Administration and Organizational Planning
- Strategic Client, Stakeholder and Community Relations
- Strategic Finances and Revenue
- Implementation of the Strategic Plan
- Risk Mitigation
- Reporting to the Board, Board relationship and collaboration

The Executive Director reports to the President of the Board, or delegate (Vice-President or Board Executive).
2. Specific Accountability

**Strategic Administration and Organizational Planning**

- Demonstrates future orientation and planning to address changing and unmet community and client needs, and the impact of new legislation;
- Provides a strategic level of thinking and implementation of business development initiatives to support the viability of the organization;
- Oversees effective and business systems to ensure a sustainable infrastructure in collaboration with the senior management team;
- Implements the Vision, Mission, Guiding Principles, Values, governance and Strategic Plan;
- Oversees the management of multiple facilities and properties in collaboration with the senior management team;
- Oversees or engages in high-level human resources issues relating to labour relations or significant issues concerning employees, volunteers or contractors; and
- Creates a motivational work environment to enhance employee satisfaction and productivity.

**Strategic Client, Stakeholder and Community Relations**

- Focuses Society’s efforts on the betterment of clients;
- Provides guidance and knowledge to identify service gaps and create solutions;
- Creates and maintains strong and positive relationships with internal stakeholders – staff, volunteers and the Board of Directors;
- Cultivates and maintains strong and positive relationships with clients, families, and other stakeholders to find pathways for future working relationships;
- Demonstrates continuous leadership in the community through positive and dynamic communications about SCCSS; and
- Ensures excellent quality in programs and services for clients.

**Strategic Finances and Revenue**

- Acts as the key oversight and financial control of the organization;
- Prepares and controls the annual operating plans to align with the Strategic Plan;
- Works in adherence with prudent financial practices;
- Provides leadership, guidance and mentorship to enhance the financial strength and viability of SCCSS;
• Develops foundations for strong and positive relationships with funders and potential funders in an effort to realize stronger revenue for the organization into the future;
• Provides leadership in contract negotiations/contract management; and
• Cultivates diversification of the current funding base.

Implementation of the Strategic Plan

• Implements and monitors the current Strategic Plan;
• Ensures that the Strategic Plan is communicated, as appropriate, with internal and external stakeholders; and
• Communicates with the Board of Directors in a timely manner to present the work accomplished or any challenges experienced in implementing the strategic plan.

Risk Mitigation

• Oversees legal, regulatory and professional requirements for a charitable organization;
• Ensures the provision of adequate insurance for Directors’ Liability, facility and properties, staff coverage and other, as required;
• Ensures that practices are in keeping with Employment Standards, Accreditation Standards, Human Rights, and other legal standards, as appropriate; and
• Oversees organization finances and clearly and immediately communicates to the Board President or delegate Board Member any financial exposure that has potential to cause harm to SCCSS.

Reporting to the Board: Board Relationship and Collaboration

• Provides the Board of Directors with relevant and current information for its consideration regarding governance decisions;
• Provides strong and clear communication through established written reports to the Board, in addition to verbal reports and discussions at regular Board meetings;
• Ensures that the Board President or delegate is informed of any risk exposure that has the potential to cause harm to SCCSS in a timely manner; and
• Creates a positive environment that attracts and motivates qualified and competent Board Members to engage in SCCSS’s governance role.
(1) **Dimensions**

The Executive Director is the key operational position of responsibility for the Society. This leader has overall responsibility for the capacity, strength, viability and sustainability of SCCSS. The scope or dimensions of the role of the Executive Director are significant: responsibilities range from the management of a large number of employees, meeting community needs, and strategic financial management, to risk mitigation. Although much of the responsibility of this position is articulated in the “Specific Accountability” section above, the intangible aspects of the position are connected to organizational and professional ethics, values, and leading the culture of the SCCSS with integrity.

The complexity of this position is in the diversity of the role, and the requirement for a strategic leader.

(2) **Qualifications and Competencies**

The Executive Director has a Master’s degree in Human Resources, Business Administration or Social Sciences, or a comparable Undergraduate degree with 5 to 7 years of professional work experience in a leadership role in the community services/ non-profit sector.

(3) **Working Conditions**

The Executive Director is a full-time position within a strong value-based organizational culture. This position requires a high level of team collaboration, yet also requires significant autonomy. Due to funding cycles, Board events, and organizational plans, there is a requirement for the Executive Director to work longer hours during peak or demanding periods, with the opportunity to take time off or work shorter days to balance the schedule (See the exempt overtime policy for details).

The Executive Director reports to the President of the Board, or delegate (Vice-President or Board Executive).