

ID:	MHR-00053P	Title:	Executive Director, Permanent, Full-Time
Date:	April 30, 2021	Employer:	Society for Equity Inclusion and Advocacy (SEIA)
Location:	Nanaimo, BC	Salary:	TBA

Job Description

Society for Equity, Inclusion and Advocacy is looking for a mission and vision focused leader with a passion for community and the ability to advocate for what matters! This person will join the team as an **Executive Director** and will have an opportunity to make a lasting impact on the lives of many.

The ideal candidate values transparency, honest and open communication. They inspire trust and motivate others through their own positive attitude towards work. They are a logical thinker, able to prioritize and delegate responsibilities appropriately while staying attuned to the needs of multiple employees and other stakeholders. They can attract and recruit future staff and board members, build a culture encouraging growth and flexibility.

SEIA is a community-based organization that provides service and support through internal programs and external partnerships so that all persons impacted by systemic barriers are able to access the services, supports and benefits to which they are entitled regardless of age, race, gender, sexual orientation, income, education, or family status and, as a result, experience enhanced health, well-being and social inclusion.

Responsibilities

Leadership

- Collaborate with the Board to develop a strategic plan to guide the organization.
- Ensure that the operations meet the expectations of its members, the Board, service users, and funders.
- Provide consultation to the Board of Directors and its committees.
- Recommend changes to improve the organization's ability to deliver quality programs and services.
- Reach out to the Board when there is a concern for SEIA's goals to be met.

People Practices

- Manage staffing requirements for program delivery and communicate to the Board.
- Manage employees' lifecycle with the organization.
- Build a culture based on trust, transparency and open communication.
- Provide ongoing, on the spot mentorship and motivation to all staff to ensure the organization's objectives are achieved, and people thrive.
- Set and manage clear, result-oriented goals with realistic and measurable outcomes.
- Be available and ready to provide regular, appropriate, and constructive feedback.

Community Relations/Advocacy

- Raise community awareness of the organization's mission and goals.
- Participate in networking and community relations activities.

- Collaborate with relevant organizations to develop joint responses to emerging issues and recommend changes to the Board.
- Act as an advocate for the organization and its programs in the community
- Work with key external stakeholder groups.
- Refer media contacts to the Board, ensuring that the Board is the voice of the Society in all media matters wherever possible.

Program and Service Planning

- Oversee the design, implementation, and evaluation of programs and services.
- Reduce or remove systemic barriers relating to service delivery.
- Maintain a working knowledge of significant developments and trends in the non-profit sector.
- Monitor the day-to-day delivery of the programs and services of the organization in collaboration with the Operational Manager.
- Evaluate program efficacy and member satisfaction through community input (e.g. focus groups.)
- Identify required resources to achieve organizational goals.

Policies and Procedures

- Ensure that necessary records and reports are filed with the Registrar of Societies, Federal, Provincial, Civic governments, and funding bodies.
- Direct the staff's implementation of board policies.
- Ensure the organization is compliant with the Societies Act and applicable labour legislation.
- Foster a positive, healthy, and safe work environment following appropriate legislation, regulations, and Board-approved policies.
- Ensure that the organization complies with legislation covering taxation and statutory withholdings.
- Ensure the organization carries appropriate liability insurance coverage and assists the Board and staff in familiarizing themselves with the coverage parameters.
- Oversee administration of external contracts, including funding, leases, services, and any other obligations of a legal and binding nature in collaboration with the Board and Operational Manager.

Financial Planning

- Ensure sustainability by researching and securing funding sources.
- Develop relationships with significant donors.
- Work with the Board, staff, and bookkeeper to prepare the annual operating budget.
- Implement the Board's policies for allocation and distribution of resources.
- Administer funds according to the Board-approved budget.
- Ensure that sound bookkeeping and accounting procedures are followed.

Risk Management

- Determine potential risks and opportunities of a project, proposal, or strategy
- Assess potential threats to the organization's image.
- Assess risks to the organization's financial security and growth.
- Identify, assess, and inform the Board of internal and external issues (e.g. changes in provincial funding policies.)

- Ensure appropriate systems are in place to safeguard the physical assets of the Society.
- Provide regular, reliable, and comparable reports on the organization's progress.

Required Work Practices and Competencies

- Previous experience within the non-profit environment is considered highly desirable
- Ability to manage multiple objectives and maintain focus and clarity
- The ability to manage change and navigating ambiguity are strongly recommended
- Strong emphasis on people management
- Be empathetic: work with marginalized and vulnerable populations, individuals with mental health and/or substance abuse issues, as well as varying sexual orientations and gender identities.
- Behave ethically: understand ethical behaviour and business practices, and ensure behaviour is consistent with the organization's values.
- Innovate: develop new and unique ways to improve operations and create new opportunities.
- Organize: set priorities and track details, data, information, and activities.
- Plan: set goals, create and implement action plans, and evaluate the results.

Work Environment

- An executive director usually works in an office environment, but SEIA's mission may sometimes take them to non-standard workplaces.
- Works twenty to thirty-five hours a week, program-dependent.
- Will often work evenings, weekends, and overtime hours to accommodate activities such as participation in Board meetings and representation of the organization at public events.