

The Centre
A Community Centre Serving and Supporting
Lesbian, Gay, Transgendered, Bisexual People and their Allies

Executive Director
Job Description

Job Title

Executive Director

Job Summary

- Assists in the planning, organizing and direction of all agency activities, programs and operations directly or through other reporting managers
- Builds the organization capacity, fundraising, community outreach and other growth objectives set by the Board of Directors
- Provides general and financial coordination and management support
- Provides leadership through innovation and community building to enhance the lives of and deliver programs and services for lesbians, gay men, transgendered and bisexual people and allies

Responsibilities

1. Program Management, including:

- delegation and coordination of program development and delivery
- interpretation and implementation of policies and procedures established by the Board of Directors
- responsible for program planning, coordination and evaluation
- attending staff meetings and ensuring democratic decision-making processes are followed
- provision of and interpretation of information to the Board
- preparation of proposals, briefs and submissions to government and private agencies and organizations

2. Human Resource Management, including:

- at times, working closely with staff in the performance of all duties
- direct supervision of administrative staff and program coordinators
- taking necessary actions to ensure appropriate staff are available to carry out programs and services of The Centre
- recommending staff policies, implementing these with the involvement of appropriate staff and board members
- coordinating and implementing formal evaluation processes for all staff
- maintaining health and safety in the workplace
- planning, coordinating and participating in salary negotiations between staff and the Board; reviews salaries and benefits on an ongoing basis and recommends changes

3. Financial Management, including:

- overseeing the day to day financial operations of The Centre
- monitoring the financial situation; taking or recommending appropriate action
- working closely with the Treasurer in the preparation of budgets, projections, cash flow analyses and financial reporting
- decisions regarding capital and operating expenditures within Board guidelines
- developing government/foundation funding proposals
- liaison and negotiation with government, public and private agencies

4. Works closely with the Board of Directors, including:

- attends all Board meetings and Committee meetings as required
- assists with fund development projects
- reports back to the Board on directives, actions taken and the effect of Board decisions
- ensures that Board policy and program decisions are conveyed to staff and implemented
- facilitates communication between staff and the Board, ensuring that staff concerns are presented and understood
- assists in the organization and coordination of the annual general meeting

5. Capacity Development:

- Assist with the creations and implementation of a communications plan which increases the profile of *The Centre* and creates a foundation for sound on-going fundraising activities.
- Promote volunteerism
- Assist with the development and implementation of a fundraising plan that will provide necessary resources to enhance current service delivery.
- Assist with the development and implementation of any future capital campaigns for a new or expanded community centre
- Oversee the building and maintenance of an effective donor database

6. Community Relations, including:

- representing *The Centre*, its programs and philosophy, to government, other organizations, the community, the media, and the public at large
- with Board and staff members, plans, develops and initiates outreach and educational materials and activities that further the mission and mandate of *The Centre* and its philosophy
- maintains liaison with government, local community organizations, agencies and individuals in health care, social/community services, human rights, education, law and law enforcement
- facilitates community development to improve and expand programs and services for the LGTB communities
- investigates and attempts successful resolution of complaints

7. Premises, equipment and rental property, including:

- liaison with tenants, resolving problems
- arranging for advertisement and rental to fill vacancies
- maintenance, repair and operation of physical plant and equipment
- building security and cleaning

8. Performs other related duties when appropriate

Qualifications

- A minimum of five years experience in a senior non-profit management level.
- Direct experience with capital campaign fundraising.
- Relevant experience in social/community health services, business or public administration.
- Excellent communication, motivational, public speaking and presentation skills with experience and success in implementing donor centered philanthropy
- Demonstrated experience with human resource management, volunteer management, program planning and evaluation.
- Excellent organizational skills and experience working in outcomes based structure.
- Excellent people skills with the ability to build partnerships and alliances across organizational lines; including direct experience and knowledge of LGTB issues and communities
- Knowledge of population health and wellness principles and determinants of health .
- Ability to multi-task, provide critical analysis and recommendations for ongoing quality improvement and service delivery enhancement.

Requirements

- Criminal Records Search
- Flexible work hours, evening and weekend work is sometimes required.
- The ability to foster a positive, respectful work environment where there is a team approach and democratic processes for decision making
- Experience with and understanding of volunteer based service provision
- Strong work ethic and sense of responsibility with a passion for building community capacity.
- Commitment to the concept of a community centre providing holistic services to support the health and well-being of the lesbian, gay, transgendered, bisexual communities and allies
- The ability to administer an organization with up to 10 staff, 300 volunteers, and an annual operating budget of approximately \$500,000.
- The ability to establish effective working relationships with community and government representatives

Accountability

The Executive Director is accountable to the PFAME Board of Directors.