

JOB POSTING: Executive Director

Position Type: Full Time

Date Ad Posted: 15/02/2007

Job Region: BC - Vancouver & Lower Mainland, BC - Other Locations

Application Deadline: 31/03/2007

Location(s):

The Centre values, celebrates and transforms the lives of lesbian, gay, transgender and bisexual people by creating physical, social and inclusive spaces, and is empowering individuals and communities in BC through innovation, volunteerism, collaboration and professional resources.

The Centre is implementing an aggressive plan to promote the value and scope of the services we provide and to develop a new community centre that will serve more individuals and build safer communities that value LGTB individuals and celebrate their contributions.

The Executive Director is a team member of a dynamic, fast-paced environment, and is the sole employee reporting to the PFAME Board of Directors. This position will lead the organization in developing and operating established and new innovative services that best meet the needs of LGTB community members, enhancing positive government and community relationships and creating a successful foundation for the future.

The successful candidate will be self-motivated and goal orientated. She/he will have excellent organizational skills, the ability to multitask and work with creativity, passion and a sense of humour.

Responsibilities:

- Provide leadership and guidance when working with the Board of directors to fulfill the mission and mandate of the organization
- Coordinate and delegate program development and delivery including submission of proposals and reporting
- Provide effective human resource management, including hiring, fostering positive outcomes based work environment with effective feedback mechanisms.
- Identify and pursue government and Foundation funding opportunities.
- Oversee the daily operations and facility management at *the Centre*
- Build and maintain positive community relations that align with the outreach and education goals of *The Centre*.
- Plan, implement and manage all fundraising communications and marketing activities.
- Effective financial management, budgeting, financial controls and reporting.

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 centred 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
- Strong work ethic and sense of responsibility with a passion for building community capacity

Compensation Type: Salary

Contact by: Email

Job Contact Information

Co-Chairs, PFAME Board of Directors

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For more information visit: <http://www.supportthecentre.com>