



Executive Director (ED) Job Description

Position: Executive Director

Reports to: Board of Directors

Job Function/Purpose

Reporting to the Board of Directors, the Executive Director is responsible for the effective management and leadership of the organization and its mandate to build a Waterloo Region where everyone belongs – where we value meaningful relationships, honour choices and dreams, and celebrate the uniqueness of each person.

Nature and Scope:

The Executive Director reports directly to the organization's Board of Directors. The incumbent carries out the duties of the position under the authority of the Board.

The Executive Director has overall responsibility for the day-to-day operation of the organization. Under the authority and direction of the Board, and in accordance with the organization's by-laws, policies and procedures, the E.D. manages, guides, advises, and supports all other team members in the execution of their job tasks

Key Accountabilities:

1) Fund Development

- Create annual fund development plan linked to the operating budget, with clear targets and actions, and a diversity of funding sources.
- Identify and evaluate prospects and solicit potential donors and sponsors.
- Have a strong knowledge base in key areas including direct response, major gifts, corporate giving, grants and contributions, foundations.
- Oversee grant and foundation applications and reports as well as new grant funding opportunities.
- Manage donor relations, including cultivation and acknowledgement as required.
- Define the case for support for both donors and funders.
- Identify funding programs for which the organization is eligible and support applications.
- Research innovative practices in fundraising and assess applicability to the organization.
- Develop and oversee all aspects of special fundraising events including communications and trends.
- Remain current on all CRA legislation and ethical practices pertaining to fundraising.

2) Set Long-Term Vision and Strategic Goals

- Collaborate with the board to develop a long-term vision and strategic goals, incorporating feedback from team and stakeholders.

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- Based on input from the board, develop the strategic plan and long-term financial plan for the organization.
- Implement the plan and monitor progress towards vision and goals. Recommend changes to the plan, as necessary.

3) Support the Board of Directors

- Work with the board and committees to organize and follow up on all meetings.
- Provide reports to the board that ensure compliance with all legal and fiduciary duties, including charitable filings if applicable.
- Identify, assess and inform the board of internal and external issues that may affect the organization.
- Prepare and present proposals and plans to the board for review, discussion and approval with respect to any potential or new initiative that would help the organization achieve its mission, vision and goals.
- Support the board in developing and regularly reviewing board and organizational policies and procedures.
- Act as liaison between team and board, fostering positive relations and clear understanding of the respective roles and responsibilities.
- Support the board to ensure board members receive a comprehensive orientation to the organization.

4) Plan and Manage Programs and Operations

- Ensure implementation and effective execution of organization programs in accordance with external standards and organization policies.
- Prepare, monitor, and be accountable for annual organization operating plan and budget, based on the strategic plan.
- Ensure policies and procedures are in place for effective fiscal management and oversight.
- Establish mechanisms for evaluating organization programs on a regular basis.
- Regularly monitor revenues and expenditures against budget and make adjustments as necessary.
- Assume the role of Chief Privacy Officer and ensure adherence to relevant privacy legislation.
- Identify, assess and manage all risks to the organization.
- Optimize the use of technology to ensure efficiency and effectiveness of program delivery and operations.

5) Manage Human Resources

- Recruit and hire qualified team and ensure proper screening.
- Oversee and direct the implementation of HR policies and procedures.
- Ensure all new team members are oriented and trained to perform their duties.
- Implement a performance management process which includes updated job descriptions, annual work plans, ongoing monitoring and an annual performance review.
- Ensure on-going training and professional development opportunities are made available to team members.
- Establish clear patterns of authority, responsibility, supervision and

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communication with team.

- Establish a positive, inclusive, healthy, and safe work environment in accordance with all appropriate legislation and regulations.

6) Oversee Communications and Marketing of the Organization

- Raise visibility and promote the services of the organization.
- Ensure compliance with the organization's brand.
- Ensure development, execution and evaluation of a communications and marketing plan as part of the annual operating plan of the organization.
- In conjunction with the Board Chair, act as the organization's key spokesperson and representative to the community, government and media.

7) Engage Community

- Ensure the organization builds and sustains relationships with individuals, families, volunteers, donors, funders, government representatives, politicians, and other community-based agencies to help achieve the organization's mission and goals.
- Explore and where feasible, build strategic partnerships that will advance the interests of the organization.

Competencies

The following set of competencies are the skills, knowledge and personal characteristics that reflect the job responsibilities of an Executive Director.

1. An intense belief in the values of citizenship and inclusion
2. Strategic thinking and planning
3. Risk management
4. Financial sustainability
5. Effective communications
6. Self-awareness
7. Community leadership
8. Performance management
9. Coaching for development
10. Motivating others
11. Recognizing and rewarding performance

Qualifications:

Bachelor degree in a related field is required (or related experience). Excellent interpersonal communication skills. Experience in non-profit management is an asset. The employee must be comfortable with technology and proficient in using social media to further the organization's mandate.

Abilities:

To perform this job successfully, the employee in this position must be able to demonstrate functionality in most or all the key responsibilities. This position requires flexibility and the ability to manage time and multiple tasks with little supervision. The

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E.D. must also effectively promote and value diversity, inclusion and equity in the workplace and community at large.

Particular Demands of this Position:

Must be able to assume a wide range of responsibilities, to work with team and volunteers who vary in their work styles, and to work under pressure. Should be willing to work irregular, extra hours, evenings or weekends as necessary. Must be able to provide timely response to requests and deadlines.

Work Environment:

The primary location of this position is a typical office environment; however the responsibilities may require meetings outside the office. The employee must be able to transport themselves to meetings. They may also be required to attend meetings and conferences outside the province from time to time.

Confidentiality:

Employees must follow and adhere to all confidentiality and privacy requirements as per legislation and organization policies and practices.