

## **Role Description: Executive Director**

**Reports to: Board of Directors**

**Location: Victoria, or in the Capital Regional District**

**The CSPC is looking for an inspirational leader who is passionate about: seeing people around them succeed, community development, advocating equity and is a strategic thinker and is eager to grow our social planning role in the Capital Region.**

### **JOB SUMMARY**

The Executive Director is responsible to the Board of Directors for implementing the strategic plan, vision and mission established by the Board of Directors. The Executive Director oversees the efficient and effective day-to-day operation of the organization and 12-15 staff.

### **RESPONSIBILITIES:**

#### **Strategic Planning and Organizational Leadership**

- Leads the Board of Directors in developing a vision and strategic plan to guide the organization.
- Works with staff and the Board (Finance Committee) to prepare a comprehensive budget.
- Approves expenditures within the authority delegated by the Board.
- Ensures that sound bookkeeping, payroll and accounting procedures are followed.
- Administers the funds of the organization according to the approved budget and monitors the monthly cash flow of the organization.
- Provides the Board with comprehensive, regular reports on the revenues and expenditure of the organization and update the board on operation and projects

- Ensures that the organization complies with all legislation covering taxation and withholding payments.

## **People and Operations**

- Provides leadership and motivates staff, volunteers, consultants and students toward the attainment of the Community Social Planning Council's mission, values and goals.
- Recruits, develops and retains a strong team.
- Ensures HR policies and procedures are implemented and adhered to and make recommendations on improvements;
- Ensures that HR&D policies comply with established and statutory regulations
- Together with relevant senior management, develops and reviews job descriptions
- Oversees and ensures implementation of recruitment and retention policies;
- Ensures fair and equitable implementation of staffing policy, and compensation and benefits;
- Manages workplace conflicts including any complaints and disciplinary procedures;
- Strengthens measures to further equity and diversity in the organization
- Develops recommendations to strengthen organizational culture

## **External Relations**

- Enhances the Community Social Planning Council's profile by actively liaising with key people in various community agencies, businesses and all levels of government
- Initiates, develops and maintains a collaborative relationship with other community- based organizations and partners from diverse sectors.

## **Fundraising/Development**

- Develops opportunities to generate revenue through partnerships, grant writing and social enterprise initiatives.

## **JOB REQUIREMENTS**

### **Education and professional experience**

- Advanced degree in social or human sciences, social work, leadership, management or a relevant field
- Demonstrated track-record of successfully managing people, developing strategy and fundraising and some administrative experience.
- Experience in a nonprofit organization
- Demonstrated organizational acumen

### **Job-related skills**

- Ability to work with researchers on social, economic and environmental issues.
- Understands research and evaluation theory, practice and methodologies that lead to positive social change.
- Excellent organizational, project and time management skills, proven ability to meet deadlines
- Ability to prioritize, adjust workload, juggle multiple assignments
- Problem-solver mentality
- Cross-cultural sensitivity and ability to work effectively in different socio-cultural contexts, good listener, facilitator and consensus-builder
- Skilled in cultivating and leading high performing teams
- Leadership and strategic thinking skills that stimulates the best efforts in others, generates cooperation and commitment,
- Skilled in the development and implementation of organizational and strategic communications strategies.
- Demonstrates strong fiscal management and budgeting skills.

### **Job Details:**

**Remuneration:** Total remuneration is in the following range \$90,000-\$120,000 which presently includes extended medical benefits, pension contributions, vacation time and a four day week. The remuneration package is flexible and will be negotiated with the successful applicant. Total compensation is based on a number of factors and will vary depending on job related knowledge, skills, and experience.

The Executive Director is expected to reside in Victoria or the Capital Regional District

The competition will be open until filled

### **HOW TO APPLY:**

A cover letter and resume should be submitted in one .pdf document to the email address: [chair@communitycouncil.ca](mailto:chair@communitycouncil.ca)

Please title your .pdf document as follows: [Last Name] [Document Title].pdf

The competition will be open until filled

If you have questions, please email: [chair@communitycouncil.ca](mailto:chair@communitycouncil.ca)

**ORGANIZATION SUMMARY:** For the last 87 years, the Community Social Planning Council of Victoria has been working to improve the quality of life for everyone in British Columbia's Capital Region, particularly the people who are disadvantaged due to poverty and distress. The work includes research and services that advance quality of life, including social well - being, community health and education, climate equity and the alleviation of poverty. We bring people together to create a just and vibrant community. We develop and enhance programs for public participation and collaboration. We disseminate knowledge through activities such as public events, publications and distribution of educational literature and materials. We are focused on issues related to quality of life in our region.

CSPC seeks applicants who embrace our values of equity, anti-racism and inclusion. As such, we encourage applications from equity seeking candidates, including applicants who identify as First Nations, Métis and/or Inuk (Inuit), Black, racialized, a person with a disability, women and/or 2SLGBTQ+.