

Literacy Society

 of the North Okanagan

Job Description: Executive Director

Job Summary

To provide overall management and leadership to the Society and its mandate in a manner consistent with the vision of the organization.

The Society's offices are open approximately 42 weeks a year*. Office closure times are:

- Statutory holidays
- Two weeks over the Christmas holidays
- One week in March, during the School District's spring break
- Approximately three weeks in July and three weeks August

During all closures, the Executive Director is available on an "on-call" basis. *Note that these hours are subject to changes and may expand.*

Reporting to: Board of Directors, through the President

Qualifications:

- Related Bachelors Degree (e.g. Business Administration in not-for-profit management); or equivalent experience

Tasks and expectations

A. Program and Service Development and Implementation:

To develop, plan and deliver programs and services with appropriate staff members and community partners, the Executive Director will:

- Monitor community needs on an ongoing basis, be aware of changing context within which programs and services are provided
- Develop programs and services consistent with community needs
- Prepare letters of understanding, and other documents as needed
- Monitor and adjust programs and services to ensure consistency with criteria established by funding sources and the mission and goals of the organization
- Regularly obtain statistical and qualitative feedback about program and service delivery
- Prepare and provide to the Board, and other applicable bodies as required, summary reports of programs and services, including recommendations for future improvement and change

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B. Community Relations

To develop and maintain partnerships and/or collaborations, the Executive Director will establish and maintain positive relationships with:

- School District #22 and other educational institutions
- Community not-for-profit service providers
- Community networks or tables
- All levels of government (municipal, regional, provincial and federal)
- Government services (MCFD, RCMP, Community Policing, etc.)
- Businesses and service clubs
- Decoda Literacy Solutions (provincial literacy organization)

C. Fundraising/Grant Writing

The Executive Director will:

- Work with the Board to develop and implement a fundraising plan, including effective use of social media
- Identify and pursue event sponsorships, financial support for programs and services, third party fundraisers, and other fundraising opportunities
- Seek out and write proposals for funds from a variety of sources
- Maintain relationships with funding sources and prepare proposals that fit their criteria
- Provide program and/or funds-use reports as required
- Maintain major funder yearly applications and their reports (Gaming and Decoda)
- Encourage media coverage to acknowledge donations, sponsorships, and other support for the organization
- Supervise/deliver fundraising events (Adult Annual Spelling Bee Fundraiser)
- Assess new fundraising opportunities

D. Public Relations, Promotion, Marketing and Education/Awareness

The Executive Director will:

- Undertake activities within the Community that enhance the visibility of the organization (maintain strong media relationships, maintain and update website, develop and oversee social media accounts, develop print and other promotional materials)
- Represent the organization on appropriate committees, networks and joint projects
- Develop and provide information about the organization's goals, programs and services to use for presentations as requested or required

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Administration

E. Board Relations

The Executive Director reports to the Board and is responsible to implement the policies and goals of the organization under the direction of the Board. The Executive Director will:

- Act as a resource to Board of Directors so that policy decisions are made on an informed basis
- Gather, interpret and articulate information to Board about community trends and resources as they relate to enhancing the Board's capacity for effective communication, decision-making and long-term planning
- Keep Board informed (on a timely basis) of significant issues affecting the development and delivery of programs and services
- Oversee orientation for in-coming Board Members
- Provide guidance and advice to Board on process issues such as establishing and interpreting terms of reference, decision-making and accountability
- Arrange yearly updates and monitoring of constitution and bylaws and strategic/Business Plan development

F. Fiscal Management

The Executive Director will monitor and oversee financial management of the organization, and will:

- Work with the Finance Committee on:
 - financial reporting and planning
 - developing a yearly budget
- Monitor bank accounts, financial statements, staff and programs costs to ensure the society is operating responsibly and within its budget

G. Human Resources

The Executive Director will:

- Ensure appropriate staffing consistent with the organization's needs and within the constraints of the organization's physical and financial resources
- Review and update the Policy & Procedure Manual
- Recruit, select, orient and train staff
 - Evaluate staff after 3 month probationary period and once a year
 - Review and update staff job descriptions as required

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- Monitor staff compensation, including benefits, and advise the Board as is necessary to recruit and retain qualified staff

H. Facility Management

The Executive Director will monitor and make recommendations to the Board to:

- Ensure that facilities, furniture and equipment are necessary and appropriate to the needs of the organization
- Provide recommendations to the Board for any acquisitions or expenditures that are outside the approved budget
- Ensure proper maintenance of facilities, furniture and equipment
 - Monitor property and liability insurance programs
 - Conduct necessary preventative maintenance
- As necessary, dispose of outdated or worn out equipment

Performance criteria

- Development of strong working relationships with all relevant organizations, staff and the Board
- Enhance and further the organization's image, purpose, vision, goals and objectives
- Successfully carry out the prime functions of the job description