



## Regina Work Preparation Centre

**Job Title:** Executive Director

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### **Job Purpose**

The Executive Director is the Chief Executive Officer and is directly accountable to the Board of Directors. The Executive Director is responsible for the day-to-day and long-term strategic operation of the organization, its programs, staff and the general operation and communication with the Board of Directors. The Executive Director implements Board policy and direction and is directly responsible for the overall development and delivery of all agency programs, initiatives, and activities.

### **Primary Duties and Responsibilities:**

#### *Leadership and Strategic Planning:*

- Develop and implement the organization's vision, mission, and strategic goals.
- Lead the organization in achieving its objectives, ensuring alignment with board set policies.
- Engage with the board of directors providing updates on organizational performance and strategic initiatives.

#### *Fundraising and Financial Management:*

- Oversee the development and execution of fundraising strategies including grant writing, donor relations, events, organizational fund development and fee for service programming and contracts.
- Ensure the financial health of the organization by establishing and managing program and organizational budgets, financial reports, and audits.
- Work with Financial Coordinator to provide comprehensive, regular reporting on the revenue and expenditures as well as recommending extraordinary expenditures to board for approval.
- Oversee and ensure financial systems and processes are developed and followed to mitigate risk.
- Collaborate with Financial Coordinator to manage and oversee employee benefit plans.
- Collaborate with Financial Coordinator to manage and oversee infrastructure leasing. Oversee and manage relationship and lease with

property owner, including facility management, leasehold maintenance and improvements and contract management.

*Program Management:*

- Oversee the planning, implementation and evaluation of the organization's programs ensuring they meet the needs of RWPC clients and align with the organization's mission and goals.
- Work with Program Managers to analyze program results, evaluation, and knowledge, to identify gaps in service with a keen eye on opportunities for organizational growth.
- Collaborate with Program Managers to support them in:
  - Management of funder relations, including:
    - Formal and informal communication regarding current contract inquiries.
    - Completion of all reporting requirements for existing contracts.
    - Responding to program ACAN's and RFP's.
    - Re-negotiating and negotiating current and future contracts.
  - Development of service delivery models that best meet current client needs, including outcomes, key deliverables, and performance measures.
  - Ensure effective and efficient provision of programs and services that best meet the needs of our clientele while also addressing funder requirements.

*Human Resources and Staff Management:*

- Provide human resource oversight for organization including recruitment, retention, hiring and ongoing professional development of staff necessary to the continued success of RWPC programs.
- Promote and maintain a workplace culture that fosters organization values and provides all staff the opportunity to prosper in an organization that encourages and supports accountability and leadership at every level.
- Oversee implementation and delivery of performance review process, and support Program Managers in completion of performance reviews across the organization.
- Work with Program Managers to define expectations and support them in personal and professional growth by taking the time to coach, tutor, provide feedback and have discussions to achieve expectations.

*Community and Stakeholder Engagement*

- Foster collaborative external relationships with community organizations, funders, stakeholders, and clients to advance the organization's mission.
- Represent and promote the organization in the community through community partnerships, and participation in stakeholder meetings and sector committees.

- Research, plan, and organize organizational activities, including community involvement, volunteering and/or resource development

*Governance and Compliance:*

- Ensure the organization complies with all legal and regulatory requirements, in accordance with relevant legislation covering community-based organizations, labour standards, occupational health & safety and the Non-Profit Corporations act.
- Work with the board of directors to ensure effective governance and organizational oversight. Identify policy areas in need of development and recommend policy changes/additions/removal to board for approval.
- Oversee the effective, efficient, and confidential collection, processing and reporting of organizational files, reports, and information requirements.
- Oversee the effective management of program reporting, data management and evaluation through random file audits, in person monitoring and evaluation.
- Coordinate and complete organization annual reporting.
- Collaborate with Board to obtain and manage organizational general liability, directors and officers and errors and omissions insurance.

**Education and Experience:**

- 4-year degree (or equivalent) in business, human resources, finance, or a related field.
- 5 or more years management or supervisory experience, preferably with non-profit organizations.
- Experience and/or education in career and employment services is preferred.

A combination of experience and education will be considered.

**Knowledge, skills, and abilities:**

- Demonstrated leadership and management skills.
- Proven success working with a Board of Directors.
- Strong experience in fundraising and managing grants.
- Experience in developing and maintaining collaborative relationships with stakeholders including donors, government, business, and other community-based organizations.
- Strong management skills including financial management, budgeting, human resources, office systems, policy development, and reporting/file management.
- Knowledge of employment and educational programs
- Knowledge of current community challenges and opportunities relating to the mission of the organization.
- Entrepreneurial mindset with an innovative approach to business planning.
- Ability to think strategically and experience in strategic planning.

- Ability to plan, organize and research.
- Team player who enjoys being the public face of an organization.
- Exceptional verbal and written communication skills.