

**POSITION: EXECUTIVE DIRECTOR****REPORTING TO:** Board of Directors

The Executive Director is responsible for ensuring that the organization meets its mandate to build a healthy future for people and the planet by developing, managing and promoting effective programs. S/he will provide leadership and guidance in all aspects of day-to-day operations including project management, facility & resource management, partner relationships, strategic planning, staff & board development and media relations, with an emphasis on sustainable funding and revenue development.

**Key Areas of Responsibility****1. Organizational Management**

The Executive Director develops and leads the strategy of the organization within the broad context of the current environment by using performance measurements to guide strategic and operational decision-making. S/he will ensure that the organization is adequately funded, staffed and equipped to carry out its mission and vision. Responsibilities include:

- Drive the collaborative process with Board, staff and stakeholders that will develop goals, objectives and operating plans for the organization
- Oversee all financial and administrative functions
- Manage IT systems and equipment pro-actively
- Ensure that the office building and off-site facilities are maintained and repaired as required.
- Address human resource issues including recruitment, hiring, discipline and termination, develop position descriptions, ensure that all applicable employment policies are adhered to.
- Ensure that contract deliverables are met
- Provide regular progress reports to the Board, including monthly meeting updates and an annual Executive Summary
- Develop the annual operating budget and prepare updates quarterly
- Lead the development/revision/update of policies as required
- Ensure that Board resolutions and policy/procedure directives are implemented within the organization's operations
- Provide appropriate assistance to Board committees
- Provide administrative, planning and operational support to special projects such as Thunder Bay & Area Food Strategy, Northwestern Ontario Regional Sustainability Consortium etc.

## **2. Communications**

The Executive Director is responsible for the overall image of the organization and will ensure that its programs and projects are appropriately represented to all stakeholders.

- Responsible for the preparation of all internal and external communications and providing guidance to staff preparing any communications materials
- Marketing – plan, book, prepare creative and confirm advertising for the organization, and provide guidance to staff regarding marketing for specific programs as required
- Website—work with staff and outside expertise to ensure that on-line resources are up-to-date
- Respond to enquiries from the public or media on relevant issues
- Assist with outreach efforts such as the coordination and promotion of special events (open houses, workshops etc.
- Address customer service issues where necessary

## **3. Program and Funding Development**

The Executive Director will actively and continually research and identify new funding opportunities for programs, projects, wage subsidies and internships.

- Develop, write and submit proposals and applications with assistance from staff
- Seek and develop opportunities for partnership development
- Sign and administer funding contracts and grant agreements
- Develop, review and approve new project contracts, workplans, revisions and extensions
- Participate in joint project development with Green Communities Canada and other project partners

## **4. Program Delivery**

The Executive Director will ensure that all contracted program deliverables are met, including activity timelines, budgets and stated objectives.

- Provide project management and oversee staff to ensure that project objectives are achieved
- Prepare project progress reports as required, including financial reports or oversee staff in the preparation of required reports and ensure that reporting deadlines are met
- Ensure that all programs have an appropriate communications plan
- Provide program coordination for projects that are not assigned to staff
- Work with staff to develop reasonable, achievable workplans to meet contract deliverables
- Review and approve project expenditures

## **5. Human Resources**

The Executive Director will work with the Office Supervisor and Personnel Committee of the Board of Directors to determine program staffing needs, and to address staff issues or concerns. S/he will work with the Board's Personnel Committee to set or revise policies concerning employment and remuneration.

- Prepare job descriptions, training plans, job advertisements
- Develop project work plans, assign tasks and projects to Program Coordinators
- Provide or arrange program orientation, training and ongoing support and guidance to Program Coordinators

- Ensure that staff are provided with appropriate equipment and technology to meet program deliverables
- Schedule and direct regular staff meetings
- Facilitate activities and initiatives that support staff morale, health and wellness
- Implement a system of performance review

## 6. Representation

The Executive Director will act as spokesperson for the organization and commit to the travel or time required for such representation. S/he will participate in committees and organizations which support EcoSuperior's mission and/or otherwise provide beneficial networking or partner development potential.

- Provide representation on committees as required. (2018: Food Strategy Executive Committee, EarthCare Energy working group, Invasive Species Advisory committee, Lake Superior Remedial Action Plan Implementation Committee.)
- Organize and host meetings as required, and participate in networking opportunities
- Seek opportunities to represent the organization within the community or to potential project partners
- Develop and maintain positive relationships with existing and potential partners

**Hours of Work**            **35 hours/week**

## Key Relationships

- 1. Board of Directors:** Report and communicate regarding all activities of the organization, and liaise with board committees as required
- 2. Office Supervisor, Project Supervisor:** Consult and share responsibility for operational decision-making and financial/human resource planning
- 3. Staff:** Provide supervision, guidance and support.
- 4. Project/Funding Partners:** Report as required and cultivate positive continuing relationships
- 5. Media:** Maintain a positive community image.

## Qualifications and Competencies

- A minimum of 5 years management experience in comparable fields; non-profit organizational management considered an asset. Post secondary education in a relevant area of study is a requirement
- Demonstrated success in project development, financial management, partnership-building and fund-raising
- Experience managing a team of people
- Demonstrated success in leading change and organizational growth through strategic planning.
- Knowledge of environmental and related policy issues
- Proven ability to develop successful grant proposals, applications and business plans
- Experience in social marketing and public relations
- Strong networking abilities and effective oral and written communication skills

- Personal qualities that include integrity, commitment to EcoSuperior’s mission, respect, dependability and the ability to inspire and motivate.
- Must be Microsoft Office proficient, i.e. Word, PowerPoint, Excel, etc.
- Willing to work outside of regular business hours and able to travel when required

Current Salary Range: \$60 - 70K plus benefits

EcoSuperior is committed to fostering an inclusive, equitable, and accessible environment where all employees feel valued, respected, and supported. If you require accommodation during the application or interview process, please advise us as soon as possible so appropriate arrangements can be made.

**TO APPLY: Please email a single pdf file including your cover letter and resume to [ellen@ecosuperior.org](mailto:ellen@ecosuperior.org). Only those applicants selected for an interview will be contacted.**

**The deadline for applications is 5 p.m. Thursday, June 6, 2019.**