



Job Description

Executive Director

Reports to: Board of Directors

Job Summary

The Executive Director is responsible for the successful leadership, management, marketing, and fundraising for the Stars for Life Foundation. He/She is a public/government liaison on behalf of Foundation according to the strategic direction set by the Board of Directors and the Executive Director is to operate the Foundation within the annual budget approved by the Board and will keep the Board of Directors apprised of any variances or changes to operations on an ongoing basis.

Qualifications:

Education: Post Secondary education in Business and/or equivalent experience, managerial qualifications and/or a combination of work experience in the business field.

Ability to effectively supervise others and work co-operatively with fellow employees.

Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.

Must have strong written and verbal communications skills, and be a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.

Must have passion, integrity, positive attitude, mission-driven and self directed.

Experience: Business/ Management Experience

Requirements: Satisfactory Criminal Reference Check and Bondable

Competencies:

- Experience with leadership and management within a non-profit/volunteer organization.
- Excellent working knowledge of Simply accounting and payroll procedures.
- Knowledge of all federal and provincial legislation applicable to non-profit sector including: employment standards, human rights, occupational health and safety charities, taxation, CPP, EI. etc.
- Working knowledge of human resources management.
- Working knowledge of project, fundraising and marketing management
- Ability to deal with non-routine situations and to handle emergencies and maintain control in frustrating situations.
- Ability to work co-operatively with others in a team environment, while providing work direction.
- The ability to maintain legible and accurate records.
- The ability to communicate effectively both orally and in writing with co-workers, the Board of Directors and all outside agencies, both private and Government
- Ability to maintain confidentiality of all information related to clients, parents and staff.
- The ability to work flexible hours as required.
- Knowledge of computers, word processing, spread sheets

The Board of Directors expects the Executive Director to demonstrate competence in the following in his/her daily work:

Adaptability: Demonstrate a willingness to be flexible, versatile and or tolerant in a changing work environment while maintaining effectiveness and efficiency.

Behave Ethically: Understand you must behave in a manner that is moral, legal and ethical as well as conduct yourself with honesty and integrity. Ensure that our behavior both professionally and personally as well as the behavior of others within the organization are consistent with these standards and align with the values of the Stars for Life Foundation.

Honesty: You will be handling money and, inventory and must always behave in an open honest manner to ensure all monies and product directed to the Foundation is recorded appropriately.

Build Relationships: Establish and maintain positive working relationships with others, both internally and externally to achieve the goals of the Stars for Life Foundation.

Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

Creativity/Innovation: Develop new and unique ways to improve operations of the Stars for Life Foundation and to create new opportunities with the approval of the Board of Directors.

Focus on Client Needs: In collaboration with the Manager of Autism Services, ensure policies are in place that will anticipate, understand and respond to the needs of internal and external clients to meet and exceed their expectations within the Foundation's parameters.

Foster Teamwork: Work co-operatively and effectively with others to set goals, resolve, problems, and make decisions that enhance the Foundation's effectiveness.

Lead: Positively influence others to achieve results that are in the best interest of the Foundation.

Make Decisions: Assess situations to determine the importance, urgency and risks and make clear decisions which are timely and in the best interests of the Foundation.

Organize: Set priorities, develop a work schedule, monitor progress towards goals and track details, data, information and activities.

Plan: Determine strategies to move the Foundation forward, set goals and track details, data, information and activities with the approval of the Board of Directors.

Solve Problems: Assess problems situations to identify causes, gather and process relevant information, generate possible solutions and make recommendations and or solve the problem.

Think Strategically: Assess options and actions based on trends and conditions in the environment and the vision and values of the Foundation.

Working Conditions

- The Executive Director usually works in an office environment, but the mission of the Foundation may sometimes take them to non-standard workplaces.
- The Executive Director works a standard work week, but additionally will often work evenings and/or weekends representing the organization at public events.

Performance Expectations

Responsibilities

1. Act as liaison between staff and Board of Directors
2. Be accountable to the Board of Directors
3. Ensure the mission and the goals of the foundation as set out in the letters patent and approved by CRA are stringently followed.

4. The Executive Director must at all times act with complete fairness and impartiality with regard to staffing or client services and must excuse himself/herself from all selection or decisions where there is any prior personal relationship.

5. **Community Relations/Advocacy**

5.1 Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization

5.2 Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization

5.3 With direction from the Board of Directors, raise the visibility of the organization relations through the development and implementation of a sustainable marketing campaign geared to its various constituencies as well as the public donor in a manner consistent with the values of the Foundation

5.4 Be responsible for volunteers management and ensure requirements for background checks are met

5.5 Implement creative strategies to increase membership and expand public awareness of the Stars for Life Foundation's work and program values with the approval of the Board of Directors.

6. **Fundraising**

6.1. To organize, oversee and carryout all the Foundation fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation, all the while organizing activities in a timely efficient manner to optimize the bottom line and to carry out these activities ensuring all legal licenses and reports are completed as required.

6.2. All new funding sources and projects undertaken must have prior approval by the Board of Directors.

6.3. With Board approval, develop and sustain a diverse funding base. Emphasis will be on corporate and Foundation giving, growing the membership base and developing an individual donor base.

6.4. Expand local revenue generating and fundraising activities to support existing program operations with Board approval.

7. **Fiscal Responsibility:**

7.1. Keep foremost in mind the Foundation operates primarily on fundraised dollars and act in a manner that guards and respect those funds and finds the most economical use of these funds at all times.

7.2. Budget: The Executive Director is responsible for operating the business of the foundation within the yearly budget as set out by the Board of Directors

8. **Reporting- Financial/Legal/Safety**

8.1. Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization

8.2. Prepare a report monthly to the Board of Directors regarding corporate, human resources, legal, financial, program and health and safety operations and progress towards the goals of the Foundation.

8.3. Prepare or ensure the preparation of all accounting duties in the preparation of monthly statements for the Board of Directors.

8.4. Oversee and/ or prepare all payroll duties and ensure all remittances and other government regulations are met.

8.5. Authorize purchases, and payments within parameters set out by the board.

8.6. Sign checks on behalf of the agency with a second, authorized signature by a member of the Board of Directors required on all checks, notes, drafts and demands for money. All expenditures require the approval of the Executive Director.

8.7. Appoint a designate when absent and inform all programs.

8.8. Prepare and present an annual plan and budget to the Board of Directors for approval November for the following year.

8.9. Prepare all reports and budget requirements in association with all existing or new contracts with outside organizations and or government departments are met in the timeline required by the contract/agreements.

8.10. Work co-operatively with our designated accounting firm, legal advisor(s) and the CRA to promote and ensure the proper governance issues and report all such correspondence to the board of directors.

8.11. Maintain an inventory of agency property and protect all such property.

8.12. Monthly Foundation Visa Statements and Executive Director Expenses will be submitted to the President of the Board of Directors or designate for Approval House/Office

9. **HR**

9.1. Responsible for managerial staff hiring to be conducted in collaboration with other members of the organization.

9.2. Oversee the implementation of the human resources policies, procedures and practices including the development of job description for all staff. Managerial Job Descriptions to be approved by the President

9.3 Provide Guidance to ensure the foundation is providing service to an appropriate # of clients in accordance with the organizations policy. 9.4 Responsible to ensure the Educational Assistants receive proper orientation and autism training, to take place every 6 months and assist with Mandt training yearly.

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

9.5 Ensure payroll is completed and approved in a timely fashion

9.6 Ensure all new employee hires have completed, and up to date information is kept on file, including but not limited to: Employee information forms, drivers abstracts, police clearance, group insurance eg life and LTD if applicable, employee contracts and TD1's etc.

10. **Operations**

10.1. Work with the Directors to ensure that the day to day operations at the Stars for Life Foundation are well supervised.

10.2. Meet with Directors monthly to keep the Board abreast of emerging new business

10.3. Support the Board in the development of a strategic plan every 3 – 5 years.

10.4. Maintenance/Inventory: All work/inventory more than \$500.00 undertaken/ordered must be approved by the President; more than \$1,000 approved by the Board of Directors and be accompanied by three quotes from suppliers