

Executive Director- U Turn Parkinson's

Job description

Job title

Executive Director

Job summary

Provision of overall management and leadership in implementing Board policy in a manner consistent with the mission and vision of the organization

Reporting to

Board of Directors, through the Chair

Working relationships

Board and Staff

Advisory Committee

Community Associations

Partnerships

Other organizations and funding agencies

Prime functions

Implement board policy and decisions

- 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 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
- Provide guidance and advice to Board on process issues such as establishing and interpreting terms of reference, decision-making and accountability
- Member of Board, Advisory Committee. Attend and participate in meetings

Monitor and oversee financial management of the organization

- Ensure development and management of annual budget and present to Treasurer for evaluation and modification as required
- Strategic/Business Plan development, updating and monitoring
- Identify, prioritize and provide advice and counsel to aid Board in accessing potential fund-raising alternatives
- Maintain relationships with funding sources and prepare funding proposals

Manage the staff and volunteers

- Ensure appropriate human resources consistent with community and member needs and within the constraints of the organization's physical and financial resources
- Develop and maintain appropriate job descriptions for all staff
- Recruit, select, orient, train staff
- Evaluate staff
- Ensure staff/volunteers are appropriately compensated and encouraged

Maintain program facilities

- Ensure that facilities, furniture and equipment are as necessary and appropriate to needs of the organization
- Maintain relationship with premises providers

Develop, plan and deliver programs and services

- 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
- Monitor programs and services to ensure consistency with criteria established by funding sources and the mission and goals of the organization
- Prepare regular reporting to the Board, and other applicable bodies, summary reports of programs and services, including recommendations for future improvement and change
- Regularly obtain statistical and qualitative feedback about program and service delivery
- Monitor insurance

Establish, maintain and advance community relations

- Initiate and develop relationships with a broad range of community sectors including: practitioners, all levels of government, other non-profit organizations and business organizations
- Undertake activities within the Community that enhance the visibility of the organization
- Represent the organization on appropriate committees, network and joint projects
- Develop and provide information about the organization's goals, programs and services

Qualifications

- Related Bachelors Degree or equivalent experience (Degree preferred e.g. Business Administration in not-for-profit management, community social work, social geography)
- Entrepreneurially minded and a compassion for the Parkinson's community
- Experience in managing a community based volunteer agency
- Familiarity with digital applications
- Experience in initiating, planning, implementing and evaluating programs and services
- Experience in staff management

Performance criteria

- Development of strong working relationships with all relevant organizations, staff and Board
- Enhancement of the organization's image and brand
- Successfully carrying out the prime functions of the job description