

NANTON QUALITY OF LIFE FOUNDATION

JOB DESCRIPTION

EXECUTIVE DIRECTOR

POSITION TITLE: Executive Director

HOURS OF WORK: To be determined by the Nanton Quality of Life Foundation Board

PURPOSE: The Executive Director will provide management services to ensure that the operation of the Nanton Quality of Life Foundation complies with the By-laws, and Policies of the organization and as authorized by the Board of Directors and in conjunction with Governmental Program guidelines.

REPORTS TO: The Nanton Quality of Life Foundation Board

OVERVIEW OF POSITION:

- Managing financial operations of programs according to contractual obligations.
- Implementation and delivery of preventative programs and initiatives that address social issues.
- Supervision of staff.
- Contracting services in the areas of counselling, outreach support, home help, family violence, and other programs.
- Representative of the Town and the two M.D.'s regarding social issues, with the Provincial government, regional initiatives, local agencies, and the public.

RESPONSIBILITIES:

Policy:

1. Review and interpret relevant federal/Provincial Acts and Regulations, Municipal By-Laws, Social Services Act and Societies Act in order to understand the role of the Foundation and its relationship to the general Social Service delivery system.
2. Develop and recommend policies and procedures regarding the Foundation. Implement, review, and evaluate the effectiveness of policies and procedures.
3. Consult with community resources and provide feedback to the Board in regards to policy alternatives.

Budgeting:

1. Review the overall program by noting past expenditures and reviewing present programs to determine if the objectives of the Foundation are being met, in order to develop a feasible budget.
2. Prepare, along with Board sub-committee, overall program budget and approve all monthly operation expenses with a monthly report submitted to the Board. Review all budgets and financial contracts on an annual basis. Ensure correct and timely financial reporting is provided to funding agents and accurate records are kept.

3. Review alternate funding sources by evaluating needs for additional funds, where funds may be available, and how to access funds in order to gain additional monies. Apply for grants to maximize the Foundation's benefit to the community.

Administration:

1. Supervise the Nanton Quality of Life Foundation office and employees. Submit employee evaluations to the Board of Directors upon request.
2. Maintain bookkeeping and accounting systems for the program and prepare accounting books for annual audit.

Evaluation and Review:

1. Maintain statistical records of service usage, in order to determine what has been accomplished and what may be required in the future.
2. Provide annual reporting as required by funding agents.

Needs Assessment and Identification:

1. Plan and develop surveys by determining appropriate survey methods.
2. Collect, formulate and score survey results by co-coordinating services of contractors, volunteers and professionals in order to determine results.

Program and Project Development and Operation:

1. Initiate and develop short and long term program planning for the growth and improvement of Foundation projects and programs.
2. Administer the Foundation's programs as directed by the Board. Facilitate new programs as directed by the Board and strategic plan.
3. Develop partnership agreements with other groups or agencies to provide community programs and services.

Developing and Managing Human Resources:

1. Recruit seasonal employees for the Foundation and/or Foundation projects. Draft position details and expectations for seasonal contracts.
2. Ensure workplace safety.
3. Recruit volunteers for the Foundation and/or Foundation projects. Draft position details and expectations for volunteers.
4. Attend meetings, as necessary, in Nanton to be aware of concerns in the community.
5. Attend out of town conferences, workshops, and meetings that are of benefit to the Foundation's programs, as required. Represent the Foundation on regional or provincial initiatives that either require participation or benefit the community.

Public Relations:

1. Investigate areas of concern, dissatisfaction, or complaint regarding the Foundation, and attempt to provide solution to the problem. Report all areas of concern, dissatisfaction or complaint or incidents to the Board.
2. Promote the Nanton Quality of Life Foundation in the community through public speaking engagements, newspaper articles, development of brochures and information leaflets, as well as, one-to-one contact with community members.

Other duties:

1. May be assigned by the Board.

PERFORMANCE EXPECTATIONS:

- Ensure that all matters are dealt with diplomatically in an ethical, professional, and confidential manner.
- Ensure that all services, correspondence, records, reports, and any written materials are accurate, clear, and meet the Nanton Quality of Life mandate, vision and mission statements.
- Develop and maintain positive and professional relationships with contractors, the Board, the Town, and community.
- Develop new programs/projects as approved by the Board.
- Ensure ongoing evaluation is completed and documented to validate existing programs and develop new programs and services.

QUALIFICATIONS:

- Minimum education of a Degree in a Human Services area and/or equivalent education and experience in the development and management of community services.
- Preference given to individuals with experience in public presentations, building community assets and program development.
- Able to provide sensitivity and respect in all situations.
- Excellent communication and public relations skills.
- Relevant knowledge, skills, and experience with budgets and financial management.
- Preference given to individuals with a working knowledge of outcomes based services.
- Experience in management.
- Current Drivers License and reliable vehicle are required.
- Current clear Criminal Record Check and Child Intervention Check are required prior to employment.