



EXECUTIVE DIRECTOR

We are looking for a successful leader who has a passion for making a positive impact in their community by enabling life-changing mentoring relationships to ignite the power and potential of young people so they can realize their full potential.

Reporting directly to the Board of Directors of Big Brothers Big Sisters of North and West Niagara, the Executive Director will lead the Agency by showcasing our values and ensure the mission and strategies are executed by living our values through responsible program administration, innovative fundraising and the development of services and resources within the community service area.

Specific responsibilities include but are not limited to the following:

Ambassador and Spokesperson

- Actively engage & promote the Agency to increase community awareness and support.
- Build positive relationships with partners, media, and public policies to generate volunteers, donors, mentors, and other resources.
- Liaise with governmental departments and other community agencies where appropriate, and advantageous for the Agency.
- Represent the Agency positively within the service area communities and at large with a favourable profile.

Board Governance

- Cultivate a strong relationship with the Board of Directors.
- Attend Board and Committee meetings to provide operational reports, recommendations and Agency updates.
- In consultation with the Executive Committee of the Board, prepare agenda and associated materials for all board meetings and AGM's.
- Provide independent governance, oversight and performance accountability to the Board.
- Communicate openly & transparently with the Board of Directors related to administrative duties, technical needs, program revision or improvements, funding opportunities and national directives.

Fund Development

- Proactively lead the Agency in the identification, development and cultivation of long-term relationships with individuals, foundations, donors/funders, and government.
- Personally, build and maintain key relationships to ensure achievement of fund development goals within the defined strategies of the strategic plan.
- Through the Fund Development team, and in partnership with the Board, lead the development and implementation of a diversified fundraising plan to ensure the Agency's financial stability and growth.
- Ensure the successful execution of the fund development plan through impactful fundraising efforts.
- Actively explore grant sources to maximize opportunities.
- Oversee all grant writing with timely submissions.
- Manage grants and/or otherwise acquired external funding deliverables to ensure continued support of grantor/funder.

Financial Management

- Develop plans to maximize the financial strength of the Agency without adversely affecting other criteria of success.
- Develop and oversee the creation & successful execution of budgets, including monitoring the progress and changes related to accounts in consultation with the Board Treasurer.
- Ensures accurate financial records are kept and accurate accounting procedures maintained.

Program Management

- Partner with the staff to maintain existing and develop new programs in accordance with Agency policies, strategic vision, and National Standards. This includes ensuring maximum program impact is achieved by establishing operational benchmarks, setting timelines, and obtaining required resources.
- Ensure comprehensive marketing strategies are developed to attract, engage, and mobilize volunteer mentors to meet the community needs.
- Ensure Agency staff adhere to National Standards for service delivery.

Talent Management

- Attract, retain, and develop high-performing talent to effectively execute the objectives of the Agency.
- Create an inclusive environment where staff are engaged and supported to translate into positive community impact.
- Ensure compliance with all legal obligations, Agency policies and National standards.

Risk Management

- Oversee and ensure risk management policies and procedures are sufficient to protect the Agency, employees, and volunteers from liability and other claims.
- Establish and ensure all professional licensing, and other accreditation requirements are in place to satisfy legal, regulatory and other requirements.
- Ensure that Board and staff understand the terms, conditions and limitations of insurance coverage.
- Confirm an annual external audit is performed, and the Annual General Meeting (AGM) held in accordance with the Agency bylaws.
- Execute impactful projects or related duties as may be assigned by the Board.

Working Conditions

- Indoor office environment, however, the organization's mission may at times involve non-standard workplaces.
- Travel will be required between two Agency offices (St. Catharine's & Grimsby) and the requirement to work evenings, weekends, and overtime hours as needed to accommodate Agency activities such as Board Meetings and representation of the organization at public events.

Qualifications

- Post Secondary Degree or Diploma in a relevant discipline.
- Certificate/education/experience in non-profit management and/or volunteer work is required.
- Minimum of 5 years experience in a senior management position leading and developing a strong team together while developing and executing strategy.
- Experience reporting to and working effectively with a Board of Directors is an asset.
- Proficiency in applying Federal and Provincial legislation applicable to voluntary sector organizations, including employment standards, human rights, occupational health and safety etc.
- Ability to speak comfortably, confidentially, and persuasively in public forums to represent the Agency to a variety of stakeholders.
- Enjoyment of, and proficiency in, networking in a variety of social settings.
- Demonstrated experience in financial and human resources management in addition to building and executing successful fundraising strategies.
- Strong relationship-building skills with a diverse group of stakeholders.
- A collaborative approach to working with internal and external colleagues to maximize the effectiveness and success of programs.
- Effective listening and strong verbal and written communication skills.

- Entrepreneurial and self-motivated with the ability to problem-solve creatively and effectively.

Big Brothers Big Sisters of North and West Niagara welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Please send applications to board bbbsnwn.board@bigbrothersbigsisters.ca

We thank all candidates for their interest and will directly contact those selected for an interview.