

## **EXECUTIVE DIRECTOR**

The Executive Director (ED) oversees all NexusBC Community Resource Centre operations. The ED reports directly to a Board of Directors, providing a link between the Board and NexusBC operations. The ED provides regular reports to the Board of Directors, acts as liaison between the Board and staff, and makes recommendations to the Board for new initiatives.

### ***Core Competencies***

- Provide leadership and vision to the organization
- Develop and write successful program funding proposals
- Implement and evaluate program/service as per funder requirements on budget and in a timely manner
- Communicate effectively within the organization, with outside agencies and community groups, and with funders
- Maintain a positive work environment by motivating employees to achieve the organizations mission
- Research and pursue fundraising opportunities

### ***Key Responsibilities and Duties***

- Represent NexusBC in the larger community promoting NexusBC initiatives and works cooperatively with employers, community groups and other services agencies
- Oversee all human resource activities including recruiting, training, supervision, professional development and disciplinary action
- Identify potential new projects, funding opportunities, and evaluates viability of responding to calls for proposals
- Oversee management of information systems to ensure accuracy and security of information, ease of retrieval, and compliance with Personal Information Protection Act and Freedom of Information legislation
- Oversee financial and program/services management activities
- Ensure organizational compliance with Society's Act, NexusBC policies and procedures, and NexusBC code of ethics
- Liaise and meet regularly with Board of Directors for organization progress reports and to seek advice/recommendations for future program/service delivery direction
- Monitor and evaluate delivery of programs and services to ensure compliance with contractual obligations and program expectations
- Manage relationships and achievement of outcomes with contractors; ED meets regularly with contractors to assess progress and address concerns

- Manage relationships and report regularly to funding organizations to monitor achievement of programs/services objectives
- Ensure budget and service performance targets are being met and reports result to funders accordingly
- Other duties as assigned by the Board of Directors

***Qualifications***

- University degree or equivalent in administration/management including human resources, financial, business management or related fields
- Minimum five years experience in administration/management positions preferably in the nonprofit sector
- Five years experience managing government contracts and supervising employees
- Extensive knowledge of labour market issues and working with unemployed individuals
- Extensive connections with community groups and employers