



JOB DESCRIPTION

POSITION TITLE: Executive Director

Reviewed: October, 2017

Position Summary

As Executive Director, this position is responsible for oversight of all administrative functions of the Vancouver Island Mental Health Society including: planning; budget development and financial management; development and management of facilities, operations, collections, programs and staff, fundraising, fostering internal relations, external relations and partnerships. Specific functions and responsibilities of this position include:

- Providing strong, visionary leadership to the organization while ensuring the success of all activities and their alignment with the mission; emphasizing excellence and valuable service to the community.
- Pro-actively representing the organization to key external organizations and individuals in order to expand the organization's name-recognition and image.
- Ensuring the success of all philanthropic giving, sponsorships and special events. Leading the success of the annual development plan and any future capital/endowment campaigns. Actively participating in the cultivation and solicitation of major donors, including individuals, corporations, and foundations, together with supporting the Board and Vancouver Island Mental Health Society's staff.
- Serving as lead contact with bureaucrats and elected officials to secure support from all three levels of government (municipal, provincial and federal).
- Directing, motivating and developing an effective leadership team and staff to foster a positive and friendly working environment that encourages accountability for, and commitment to, providing quality customer service and achieving short and long term goals within the Vancouver Island Mental Health Society's mission.
- Interacting with the Board on a regular basis to review objectives and progress, making recommendations regarding financial, developmental and other pertinent matters, seeking guidance on particularly complex issues, and responding to questions concerning new initiatives, marketing, fundraising, program development and any other matters raised by Board members.

- Managing all fiscal and operational activities with responsibility and accountability for budget development, analysis and monitoring, management of staff, volunteers, and the physical sites. Ultimately, this position is fully responsible for the financial results of the enterprise.
- ED acts as the Privacy Officer and is responsible as such to keep aware of Provincial and Federal requirements in handling any concerns or complaints regarding VIMHS.
- Ensuring timely and effective communication at all levels, both externally and internally.

Working Relationships

- Partnerships including Nanaimo Affordable Housing Society and Haven Society
- Senior Management of the City of Nanaimo and Campbell River
- Island Health and other funding agencies
- Volunteers and Community Associations

Reporting Relationships

- The Executive Director Reports to the Board
- The Manager of Rehabilitation, the Manager of Independent Supported Housing, Manager of Finance, Manager of the Sobering House, Fundraiser and HR advisor report to the Executive Director.
- Contractors will also report to the Executive Director or their designate

Duties and Responsibilities

Leadership & Management:

- Ensures ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Maintains a working knowledge of all Acts and Regulations that govern or affect the Society's operations, ensure compliance, and advises the Board of any changes that occur.
- Represents the Board during negotiations for service contracts and discussions with government agencies relating to the implementation and administration of those contracts.
- Develops, maintains, and supports a strong Board of Directors: serves as ex-officio member of each committee, seeks and builds Board involvement with strategic direction for ongoing local operations as well as development of new initiatives.

- Keeps the Board aware of any problems or critical incidents or issues relating to the organization that may arise.
- Leads, coaches, develops, and retains a high-performance senior management team. Ensures effective systems to track progress, and regularly evaluates program components to measure successes that can be effectively communicated to the board, funders, and other constituents.

Fundraising & Communications:

- Expands revenue generating and fundraising activities to support existing program operations and regional expansion.
- Deepens and refines all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
- Uses external presence and relationships to garner new opportunities.

Financial

- Ensures that all the Society's financial activities are well and properly recorded and maintained in a manner that meets auditing standards of generally accepted accounting principles.
- Ensures that the expenditures of the organization stay within the Board approved budget.
- Ensures that the Board has adequate financial information and that the financial statements are submitted to the Board in a suitable form in accordance with schedules set in Board Policy.
- Directs the preparation of annual income estimates, operational plans, expenditure estimates, and plans for building appropriate services and submits them to the Board for approval. Reviews and signs off all expenditures.

Planning & New Business:

- Designs the expansion and completes the strategic business planning process for the program expansion into new markets
- Begins to build partnerships in new markets, establishing relationships with the funders, and political and community leaders.

- Creates and maintains an external local and provincial presence that publishes and communicates program results with an emphasis on the successes of the local programs as a model for replication.
- Assists the Board in recruiting and supporting new members, including the development and implementation of effective Board member orientation.

Working Conditions

Executive Director works out of the central office in Nanaimo but can travel to other locations including Campbell River for meetings, staff management and networking

Standard work week, but additionally can work evenings, weekends, and overtime hours to accommodate activities such as Board meetings and representing the organization at public events