

## **EXECUTIVE DIRECTOR**

### **Job Description**

#### **PURPOSE:**

The Executive Director is responsible for the overall management of People In Motion's operations, programs, services and its human resources. The Executive Director carries out his/her work in a manner consistent with the Society's Mission, Purpose and Values and within a framework that emphasizes people-centred practices, fiscal responsibility and attention to risk management.

#### **ACCOUNTABILITY:**

The Executive Director is appointed by and reports to the Board of Directors and is bound by People In Motion's Oath of Confidentiality, Client Management Policy, Volunteer Management Policy, Employee Policy & Procedures, other pertinent policy as developed and all other legal requirements and risk management practices in effect.

#### **AUTHORITY**

The Executive Director is a signing officer of the Society except where otherwise specified and has the authority to make expenditures on behalf of the Society within the approved budget and to enter into contracts on behalf of the Society where directly or indirectly approved by the Board. The Executive Director is also the official spokesperson of the Society. As well, s/he has full authority for the Society's staff.

#### **REPORTING:**

The Executive Director reports to the Board of Directors on a monthly basis and as required keeping Directors informed of emerging issues related to risk management, operations, finances, programs and services, human resources, advocacy issues, etc.

#### **DUTIES & RESPONSIBILITIES:**

- To ensure the programs, services, and operations and the human resources activities of the Society reflect its Mission, Purpose and Values and reflect sound risk management practices.

- To provide support and assistance to the Board of Directors to ensure effective governance including policy development; to attend at all Board meetings
- To provide support and assistance to Committees of the Board of Directors to ensure effective operation
- To develop and implement an Annual Strategic Plan in consultation with staff, committees and the Board and subject to Board approval
- To develop and implement an Annual Budget in consultation with staff, committees and the Board and subject to Board approval
- To practice sound financial management ensuring all financial transactions take place within the parameters of the approved budget and financial capacity of the organization
- To develop license/grant/contract applications, fee for service activities and other fundraising activities to secure enabling funds to deliver programs, services and operations
- To develop, promote, implement and evaluate programs, services and operations to ensure a high standard of delivery and member/client satisfaction
- To represent the agency on matters of interest (related to our Mission and Annual Strategic Plan) to the media, at public meetings, on committees and through any other appropriate means
- To develop, implement and revise policy for programs, services and operations to ensure a high standard of delivery
- To review, approve and facilitate Para-Transit Bus rental requests
- To provide support and assistance to employees in the execution of their positions
- To ensure support and assistance is provided to members and clients to the best of the organisation's ability
- To present a professional image appropriate to the position
- To ensure maintenance of files and documentation on the Society, human resources, programs and services, members and clients, and all other materials pertinent to the Society's business operations

- Other duties as assigned by the Board

#### POSITION REQUIREMENTS:

- Post-secondary degree in the Human Service or Business Administration fields
- A minimum of 5 years related experience in an senior administrative capacity including work with people with disabilities
- A sound knowledge of community, its institutions and systems, power structures and decision making, social problems and social policies
- A high standard of ethical practices and accountability
- Excellent people skills, including the ability to work with a Board of Directors, people with disabilities and manage employees and volunteers in a non-profit organizational environment and work with business, government and other service providers and associations
- Demonstrated ability to manage human resources within policy and legal frameworks
- Excellent oral and written communication skills
- Demonstrated computer competency
- The ability to professionally represent and interpret the Society
- Demonstrated ability to plan, implement and evaluate programs, services and operations
- Ability to work independently and in a team setting; ability to build and support teamwork
- Sound self-management skills
- An entrepreneurial mind-set