

truenorth

a safe place for those impacted by abuse

JOB Description

TITLE: Executive Director

Reporting: True North Board of Directors

Background: True North (formerly Wheatland Crisis Society) is a charitable organization that oversees the provision of domestic violence services in the Wheatland County and surrounding areas. True North operates a domestic violence emergency shelter and community support. t to those affected by family violence or who are in crisis, with a unique focus of domestic violence as a non-gender-based issue.

Our Mission

Together we walk the path with those in crisis, honouring the past, providing support in the present and awakening hope for the future.

Our Vision

Interrupting the cycle of abuse through empowerment to create a safe environment for all.

Our Values

Compassion: We are kind and caring to everyone we encounter

Respect: We value everyone and treat people with dignity and equity

Integrity: We are truthful and honest in all areas. We do the right thing, even if it is hard.

Trust: We will be honest, sincere, and transparent

Empowering: We recognize strengths and help others to act.

Safety: We provide protection and security; physical and emotional to those we serve

General Description of Position: The Executive Director (ED)) is responsible for helping WCS to fulfill its vision, mission, and values by providing exemplary leadership to all. This role will be tasked with helping to execute the current strategic plan and lead us into the future. The ED serves as the chief spokesperson and ambassador for the organization. The Executive Director is an ex-officio, non-voting member of the Board.

Description of Responsibilities:

Leadership & Management

- Provides exceptional leadership to the organization's stakeholders, including employees, volunteers, clients, community partners & funders.
- Acts as a role model and coach for staff to increase their leadership capabilities.
- Builds a strong team through open communication and positive working relationships with staff.
- Develops ongoing and current knowledge of trends in services and best practices in domestic violence shelters in Alberta, and across the country.

True North

Box 2162 | Strathmore, AB | T1P 1K2
403-934-6634 ext.0
general@truenorthab.com

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External Relationships

- Serves as ambassador and chief spokesperson for the organization on all matters related to management and operations.
- Develops collaborate working relationships with community agencies, funders, partners, and key stakeholder groups.
- Works with the media, as appropriate, to promote public awareness of the organization's vision, mission, and goals.
- Oversee and participate with fundraising as it pertains to any campaigns to achieve the strategic priorities of True North.
- Participate in community events that require True North representation.

Strategic Planning

- Provides input into the strategic planning process and assists the Board in identifying future directions.
- Implements the strategic plan and priorities as approved by the Board.
- Provides the Board with regular progress reports on the implementation of the strategic priorities.
- Develops key performance indicators related to the strategic plan and reports monthly to the board.

Operational Planning & Management

- Develop an operational plan which incorporates goals and objectives that pertain to the strategic direction.
- Ensure the operation of the organization meets the expectations of the board and funders.
- Ensure policies and procedures are reviewed on an annual basis and that they meet the needs of the organization.
- Directs & oversees the day-to-day operations.
- Oversee the maintenance and capital plan of the building.

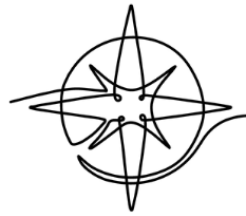
Human Resources Planning and Management

- Establish a positive, healthy, and safe work environment.
- Oversee all matters relating to staff including hiring, benefits, staff remuneration, performance management, and disciplinary process.
- Mentor staff as appropriate.
- Oversee all matters regarding volunteer management.
- Experience working in a unionized environment.
- Implements effective performance management strategies that support and develops staff.
- Develops, implements, and adheres to effective human resource policies that encompass current legislation.

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Financial Management

- Oversees the development and preparation of the budget for approval by the Board
- Administer funds of the organization according to the approved budget and monitor the monthly cash flow.
- Approve expenditures within the authority delegated by the Board.
- Monitors the finances of True North and provides the Board with regular financial statements.
- Ensures the appropriate processes and controls are in place to manage funds effectively.
- Ensures financial stability of True North

Risk Management

- Identify and evaluate the risks to True North's people, property, finances, goodwill, and image. Implement measures to control the risks.
- Ensure the appropriate insurance coverage is held for the organization.

Board of Directors

- Ensures that the Board is given timely, relevant information to make effective decisions regarding True North.
- Builds and sustains positive working relationships with individual Board members.
- Keeps the Board informed about operations, financial matters, key issues, and opportunities which can affect the current and future directions of True North.

Qualifications

- University degree in a related field.
- Five or more years of progressive leadership preferably in a non-profit sector organization
- Knowledge of leadership & management principles, human resources management, financial management, government relations and fundraising experience.
- Resident of Strathmore or area preferred.
- Experience with fundraising and capital projects are an asset.

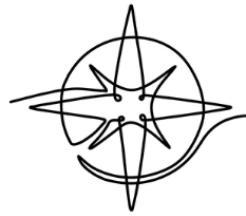
Skills and Knowledge Requirements:

- Knowledge of Domestic Violence or related field is an asset.
- Strong leadership & communication skills.
- Criminal Record and Vulnerable sector Background Check.
- Demonstrated ability to lead an organization of 20+ people.
- Professional and respectful all relationships.
- Access to reliable transportation.

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Working conditions

- Generally, works in an office environment.
- Some on call will be required.
- Works a standard work week but additionally a manageable level of hours on evening and weekend are expected.
- Some evening work to attend board meetings and community events will be required.

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