

# Job Fact Sheet - Executive Director (ED)

## KEY RESPONSIBILITIES

### Community Development

- A key competency required of this position is constituent relations - the ability to bring the community together to develop partnerships to work towards solutions to local issues – be a catalyst for change.
- Establish and sustain relationships built on respect and trust with all stakeholders to encourage engagement and collaboration
- Make connections between small, rural communities services, businesses and employment services with First Nation and Metis communities and all with the urban centre to assist and promote service coordination and delivery
- Facilitate connections between service providers and businesses, job seekers and service providers, to assist referrals, connections and partnerships and knowledge of what is available to them

### Program Development & Administration:

- Analysis and research of local labour market trends and development of community partnerships.
- Develop and maintain data and information systems.
- Ensure that all program planning and evaluation processes are complete. Ensure implementation and compliance with the Local Board's Continuous Improvement Performance Measurement System (CIPMS) and any subsequent revisions of said guidelines.
- Monitor and evaluate programs.
- Identify resources to support NSWPB programs/projects.
- Prepare reports and research papers on labour market trends and adjustment programs and services, community needs and labour market information.
- Provide support to the Board and Committees.
- Act as a resource to the Board and Committees.

### Project Management:

- Collaboratively identify actions to be pursued addressing challenges and opportunities in workforce development for deliverables within the local board contract and the MLTSD
- Manage and administer all projects identified for completion within each fiscal year
- Manage all TPAs to ensure timely reporting, use of resources and successful completion as per individual funding streams' criteria and requirements

### Human Resources Management:

- Recommend staff reporting relationships and structure to deliver programs and administer office. Prepare contracts and directly supervise all temporary, contract personnel as well as project consultants.
- Hire / orient / train new staff to meet NSWPB requirements.
- Dismissal of staff with appropriate documentation after advising the Executive Committee who will consider any legal implications.
- Ensure Human Resource Policies and Employment Standards are met.

**Financial Management:**

- Prepare all local board and project budgets in addition to additional.
- Monitor revenue/expenditures.
- Prepare, monitor and evaluate all contracts including office equipment, office lease and cleaning services.
- Supervise financial management functions and ensure compliance with Generally Accepted Accounting Principles (GAAP).
- Take appropriate action in light of budget review.
- Report financial standings to the Treasurer.

**Community Relations & Education/Outreach:**

- Perform appropriate marketing / public relations activities as directed.
- Represent NSWPB to the community.
- Develop and maintain community linkages.
- Prepare media releases to promote the Local Planning Board and its activities.
- Develop and maintain contacts with staff in other training Boards for the purposes of information sharing and awareness of board activities province wide.
- Promote NSWPB initiatives.

**Board of Director & Committee Support:**

- Provide support to the Board and its committees.
- Act as a resource to the Board and its committees.
- Ensure committee chairs have necessary information for Board and Committee Meetings.
- Facilitate training / orientation of new Board and Committee members in conjunction with the chairs.

**Office Administration:**

- Communicate and enforce NSWPB policies.
- Manage personnel / payroll systems.
- Ensure personnel files are maintained.
- Schedule holidays and obtain appropriate authorization.
- Provide information upon request.
- Hold regular staff meetings.
- Conduct performance appraisal process with staff.
- Substitute for program staff if needed.
- Identify staff training needs.
- Develop individualized training plans.
- Maintain up-to-date files.
- Ensure statistics are prepared and submitted to Board of Directors or designates as required.
- Ensure all reports to Sponsors are submitted in a timely fashion.
- Comply with all legal requirements.
- Ensure all staff comply with NSWPB and legislated safety procedures.

## **QUALIFICATIONS**

### **Education:**

- Post-secondary graduate in business, commerce, communications, or related field, or a combination of equivalent education and experience

### **Experience:**

- Five (5) or more years of senior management experience, preferably in a non-profit environment
- Experience recruiting, training, and managing the performance of staff
- Financial administration including budgets, forecasts, and financial reports
- Program/project development and supervision
- Experience in working with a volunteer Board of Directors
- Experience in working with volunteers
- Proficiency with Windows XP, MS Office, Adobe Acrobat and website management
- First-hand knowledge of community and government programs
- Well-developed analytical and writing skills for the completion of proposals and reports
- Demonstrated knowledge of labour market information, economic development , strategic and operational planning
- Candidates must have a valid driver's license and clean abstract.