



P.O. Box 29103  
Halifax, NS B3L 4T8

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**EXECUTIVE DIRECTOR  
CONTRACT AND POSITION DESCRIPTION  
COMMUNITY LINKS**

**March 23, 2018**

**Position:** Community Links Executive Director

**Type:** Permanent Full Time (negotiable to .8 FTE if both parties agree)

**Responsibilities To:** Board of Community Links

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**Position Scope:** The Executive Director is the lead staff person for Community Links. Established in 1992 Community Links is a provincial non-profit and registered charity that connects and supports seniors and senior-serving organizations in rural Nova Scotia to raise awareness, take action and initiate changes that are needed to establish age-friendly, inclusive communities. Community Links employs a community development and population health approach in its work and supports volunteerism and the voluntary sector as fundamentally.

The Executive Director has overall responsibility to ensure: that the strategic priorities of the organization are addressed; that the appropriate human resources are in place and supported to make that happen; that financial resources and appropriate budgets are in place and well managed; that the organization is well represented to its key funders and stakeholders; that members are informed and involved in the work of Community Links; and that its work, values and programs are shared with its members, stakeholders, the media and the general public.

**Responsibilities:**

The following responsibilities will be carried out in consultation with the Board, through appropriate staff involvement and in accordance with the Community Links Policy and Procedure Manual.

**Administration:**

- *Overall responsibility* for the administration of the organization and for ensuring the appropriate staff and volunteer team is in place to support this area.
- *Human Resource Management* involves the Executive Director in working with the Human Resource Committee of the Board, with-in the framework of organizational policies, to ensure appropriate hiring, supervisory, probationary and performance appraisal structures, salary allocations, and benefits are in place and

administered. Some of these functions may from time to time be allocated to other employees but the final responsibility rest with the ED.

- *Financial Management* involves the Executive Director in oversight of finances and core and project budgets, ensuring appropriate book keeping and accountability structures are in place, that quarterly financial statements are available for the board and that the board treasurer is kept informed and involved.
- *Fund Development* involves the Executive Director in proposal development both for the core funding and for potential projects which mesh with the organization's strategic priorities. In addition the Executive Director will work with the Fund Development committee to ensure increased funding diversity for Community Links.

### **Networking and Stakeholder Engagement:**

Community Links is committed to working in collaboration with other community and government structures which are working on similar priorities. The ability to build relationships and work collaboratively is crucial to the ED.

- Maintaining and fostering excellent relationships with key government funders and supporters at a political and staff level.
- Supporting and cultivating community partnerships where working together has more impact than addressing issues on our own
- Exploring potential partnership with business
- Ensuring that the Ageing Well Together Coalitions continue as a key component of the work of Community Links.

### **Project Support and Development:**

Important components of the Community Links work are carried out through long and short term projects. The Executive Director is largely responsible for:

- Seeking out and developing opportunities for projects related to the strategic priorities
- Supporting regional staff to develop proposals relevant to their work in the regions
- Developing partnerships to pursue project ideas and funding
- Supporting the implementation and evaluation of projects
- Accountability to funders and stakeholders on the projects.

### **Communications:**

- To serve, along with the President of Community Links, as the main spokesperson for the organization to the public and the media.
- To provide overall support for effective internal and external communications strategies for the organization.

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**Board Support:**

- To ensure the Board is supported and informed in order that it can ensure proper accountability and exercise its governance function.
- To communicate with the board on a regular basis.
- To support the policy development function of the board

**Lines of Responsibility:**

To the Board of Community Links which is responsible to the members and the funders.

**Other:**

- Must be able to work flexible hours
- Must have valid driver's license and be willing to travel. A driver's abstract may be required.
- Must abide by the personnel policies of Community Links
- Length of contract is contingent on ongoing funding and will end if the funding should end.
- Performance targets for the six month review will be established in the first month of employment.

**Salary:** Salary range of \$55,000-60,000 with a six month probationary period.

**Benefits:**

- Standard benefits ( CPP, EI)
- Chamber of Commerce Benefits Plan
- RRSP matching program.
- Time off between Christmas and New Year (not part of vacation)
- Vacation time – in accordance with Community Links vacation policy.
- Mileage paid at provincial government rate.

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Mary MacLellan  
President  
Community Links

Executive Director  
Community Links

Date: \_\_\_\_\_

Date: \_\_\_\_\_