

POSITION DESCRIPTION EXECUTIVE DIRECTOR COMMUNITY LINKS

Position Scope: The Executive Director is the lead staff person for an innovative and visionary association which works to promote ageing well within age friendly communities and quality of life for Nova Scotia seniors. It works through community development, takes a population health approach in its efforts and supports volunteerism and the voluntary sector as fundamentally important in its work.

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 and that; 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, within the framework of organizational policies, to ensure appropriate hiring, supervisory, probationary and performance appraisal structures, salary allocations, and benefits are in place and properly administered. Some of these functions may from time to time be allocated to other employees but the final responsibility rests 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.

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

Qualifications:

- ✦ Excellent interpersonal, communications, writing and presentation skills
- ✦ Experience with working with boards and respect for the board process
- ✦ A demonstrated commitment to seniors issues and concerns
- ✦ Ability to form and maintain good working relationships
- ✦ Experience and training in organizational management
- ✦ Strong fund development ability and experience
- ✦ Strong background and understanding of financial management and budgeting
- ✦ Knowledge of community development and adult education principles

- ✚ Knowledge of health promotion and population health
- ✚ Understanding and familiarity with modern office and communications technologies
- ✚ Ability to work independently and collaboratively
- ✚ Experience in human Resource Management
- ✚ Ability to work independently and collaboratively
- ✚ Above average organizational skills
- ✚ Project development experience
- ✚ Knowledge and understanding of seniors and rural Nova Scotia
- ✚ Valid NS driving licence and access to a vehicle
- ✚ Flexibility to travel and work variable hours, including weekends

Lines of Responsibility:

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

Other:

- ✚ The successful candidate must live within an easy commute of HRM or be willing to relocate
- ✚ The provincial office is in Halifax

Salary: \$45,000 - \$50,000 depending on background and experience.

Benefits:

Basic but the Board is currently exploring health and pension options.

Probation: Six months