

Job Details

Victoria Epilepsy &
Parkinson's Centre

Primary Job Category

Supervision / Team Leader

Related Job Categories

Community Outreach

Position Type

Full Time

Region

BC - Victoria & Island

Location(s)

Victoria, BC

Career level

Executive (Dept. head,
director)

Ad Online Since

06/30/2017

Application Deadline

07/14/2017

**Executive Director****Job Overview:**

The Executive Director is responsible for the leadership of the organization, including the staffing, evaluation and financial management of all programs operated by the Victoria Epilepsy and Parkinson's Centre. HeadWay Victoria Epilepsy & Parkinson's Centre is a vibrant and welcoming non-profit society whose purpose is to enhance clients' families' and communities' ability to manage the physical, psychological and social effects of Parkinson's and Epilepsy. The Executive Director works within the framework of planning and policies approved by the Board of Directors to ensure the organization consistently fulfills its mandate and purpose. The position's responsibilities include, but are not limited to, the following:

Financial Planning and Management:

Work with the Board (Treasurer and Finance Committee) to prepare a comprehensive budget □ Secure adequate funding for the operation of the Centre's programs including:

Annual campaigns

Grant-writing and reporting

Planned giving initiatives o Donations and Donor management

Community Fundraising Events & Activities

Management of other funding initiatives in cooperation with the Fund Development Committee and other volunteer members

Administer the funds of the Centre according to the approved budget and monitor monthly cash flow

Provide the Board with comprehensive, regular reports on the revenues and expenditures of the Centre

Ensure that processes and implementation of all resource development initiatives reflect community expectations and the Centre's values and vision

Approve expenditures within the authority delegated by the Board

Together with the financial administration staff ensure that sound internal control, bookkeeping and accounting procedures are followed and the Centre complies with all legislation covering taxation and withholding payments

Arrange and participate in an annual financial audit

Maintain membership and work with the local Association of Fund Raising Professionals (AFP) and Canadian Association of Gift Planners (CAGP)

Program / Service Planning and Management:

Oversee the planning, implementation and evaluation of the Centre's programs and services through the program coordinators

Ensure that the programs and services offered by the Centre contribute to the Society's mission and reflect client service priorities

Monitor the day-to-day delivery of the programs and services and seek to maintain or improve quality and/or relevancy

Work effectively with the Parkinson's Advisory Committee and Epilepsy Advisory Committee in regard to program planning and community needs.

Centre/Society Governance:

Work effectively with members of the Board of Directors and Board Committees to demonstrate and deliver the Society's vision and strategic plan for the Centre and Society members.

Identify, assess and inform the Board of internal and external issues that affect the Centre.

Act as an advisor to the Board on all aspects of the Centre's activities

Provide support to the Board including:

- preparing Board meeting agenda and supporting materials

- attending Board and committee meetings

- preparing minutes of Board meetings

- conducting official correspondence on behalf of the Board

Actively represent the Board and Centre with regard to working relationships with provincial and other Epilepsy or Parkinson's organizations.

Human Resources:

Determine staffing requirements for organizational management and program delivery

Oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff

Foster effective team work

Contribute to a positive, healthy and safe work environment

Recruit, interview and select staff that have the appropriate experience, knowledge, skill and personal abilities to help further the Society's mission

Ensure that all staff and new Board members receive an orientation to the Centre and that appropriate training is provided

Provide staff the necessary equipment and space to enhance their job effectiveness, within available resources

Maintain a performance management process for all staff which includes an annual performance review

Coach and mentor staff as appropriate to improve performance

Discipline staff when necessary using appropriate human resource techniques and release staff when necessary using appropriate and legally defensible procedures

Education, Skills, and Competencies:

Minimum of five years of progressive management experience

Excellence in organizational management with the ability to coach staff, manage and develop high-performance teams, set and achieve strategic objectives and manage a budget

Past success working effectively with a volunteer Board of Directors

Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders

Ability to think strategically and innovatively

- Effective communicator
- Experience with non-profit fund development
- Strong interpersonal skills particularly in the context of teamwork
- Sound management skills
- Patient, diplomatic and outgoing personality
- Energetic and determined self-starter, problem solver and initiator
- High level of self-confidence
- Knowledge of neurological conditions or willingness to learn

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