



CultureLink Settlement & Community Services ***Job Posting – Executive Director***

The Organization:

CultureLink Settlement & Community Services (CultureLink) is dedicated to facilitating the active participation and integration of newcomers and the broader community, recognizing the interdependence of these groups in our society. We envision a healthy, equitable, inclusive and welcoming society that works together to engage and integrate newcomers and other community members into Canadian life.

The Position:

Reporting to the Board of Directors, the Executive Director will provide strategic, innovative, creative and dynamic leadership to the agency. They will be responsible for creating a shared vision of settlement and community development among the Board, community, staff and volunteers. They will be responsible for the overall management, administration and operations of CultureLink.

Major Responsibilities/ Tasks include but not limited to the following:

a) Strategy, Vision & Mission:

- Provides leadership for the execution of CultureLink's strategic plan;
- Embodies, communicates, and represents CultureLink's vision and mission to all stakeholders.

a) Programs/Services:

- Implements overall program/service planning and priorities;
- Ensures effective delivery of services to the community;
- Represents the agency on major program/service directions in the community;
- Ensures a high level of research, needs assessment, planning and advocacy;
- Oversees effective documentation and distribution of community information.

b) Community Relations:

- Represents CultureLink to community stakeholders;
- Liaises effectively with government and foundation funders;
- Liaises effectively with other community based and non-profit organizations;
- Establishes effective networking, collaboration and partnerships with other community agencies;
- Ensures effective communication with all CultureLink stakeholders;
- Develops and implements effective outreach strategies.

c) Communications:

- Ensures the effective development and dissemination of all CultureLink communications (e.g. Website, brochures, pamphlets, flyers, etc.);
- Develops and maintains effective media relations.

d) Board Relations:

- Assists in the orientation and development of Board of Directors;
- Acts as staff resource to Board of Directors and committees as appropriate;
- Reports regularly to the Board of Directors on the work of the organization and makes recommendations in the best interest of the organizations;
- Assists in the development of planning, priority-setting and evaluations processes;
- Ensures the implementation of these processes;
- Performs other duties as assigned by the Board of Directors.

e) Organizational Policy & Governance:

- Ensures and assists in the development of all Board and Staff policies with an Access and Equity framework;

- Implements all policies;
 - Ensures and develops appropriate operational procedures to give effect to Board policies;
 - Oversees and manages Risk Management practices, and policies to analyze and report risks and to manage risks according to a risk management framework;
 - Provides governance support, insight, and analysis to the Board of Directors, the Governance Committee and Senior Management.
- f) **Access & Equity:**
- Assists in the development and implementation of all Access & Equity policies and procedures;
 - Assists in the development and implementation of Conflict Resolution policy and procedures;
 - Ensures the implementation and evaluation of all Access and Equity policies and procedures.
- g) **Financial Management:**
- Develops Financial Policies and procedures;
 - Develops and administers all budgets;
 - Maintains effective working relationships with financial staff and external auditors;
 - Works with the Finance Committee of the Board of Directors;
 - Prepares regular financial accountability reports to the Board & other stakeholders;
 - Manages prudently the agency's assets;
 - Recommends spending priorities
 - Enforces financial policy and procedures.
- h) **Funding & Fundraising:**
- Ensures the preparation of all funding proposals;
 - Actively seeks new funding opportunities;
 - Oversees preparation and implementation of all funder required reports;
 - Works with the Board and Fundraising Committee to support the implementation of the fundraising strategy;
 - Establishes and maintains effective relationship with funders.
- i) **Human Resources Management:**
- Develops and implements effective personnel policies and procedures including recruitment, hiring, orientation, compensation, training, supervision, evaluation, discipline and termination with an employment equity framework;
 - Ensures effective teamwork among staff in a culture of anti-oppression, anti-racism, and anti-discrimination;
 - Ensures adequate and appropriate allocation of staff resources.

Qualifications, Experiences & Skills

- Post-secondary degree in social services, social work, business administration or related field or equivalent experiences and/or training.
- A minimum of 7 years of progressive management and leadership experience in the not-for-profit sector, experience in settlement an asset.
- Proven management experience in personnel/unionized environment, finance and administration.
- Strong leadership skills with a proven record of effective organizational development.
- Familiarity with services/policies relating to the settlement & integration of newcomers.
- Skills to manage competing priorities and divergent interests of stakeholders.
- Excellent interpersonal, organizational, presentation and decision-making skills.
- Demonstrated ability to work with a governing body as well as with senior leaders in government and non-profit sectors.
- Demonstrated competencies in planning & organization, leadership, effective communication, relationship management, ethical behaviour, and strategic thinking.

Comprehensive compensation package. Interested candidates should submit a resume and a cover letter by email to recruitment@culturelink.ca no later than 5:00 p.m. on Saturday July 31, 2021.