

**PRINCE GEORGE BRAIN INJURED GROUP (SOCIETY)
EXECUTIVE DIRECTOR**

The PG Brain Injured Group is a registered charity with a staff of more than 30 and an annual budget approaching \$2M. We are the largest and most comprehensive brain injury society in BC with a creative & skilled work team serving 400+ people with brain injury annually.

We are currently hiring an Executive Director for the society. The Exec Dir is responsible to provide organizational and personnel leadership and management to the society as well as to maintain and enhance our connections in the community. The Executive Director is responsible to the board of directors.

Please apply by email to: Alison.Hagreen@pgbig.ca

JOB DESCRIPTION

JOB PURPOSE

The Executive Director is responsible for the successful leadership and management of the Prince George Brain Injured Group according to its mission and the strategic direction set by the Board of Directors and in accordance with PGBIG policies, legislative and legal requirements.

QUALIFICATIONS:

1. Possess a Bachelor's Degree &/or equivalent certification in the healthcare field.
2. Minimum of 5 years' experience with delivery of social programs in a unionized environment &/or 5 years in human resource management
3. Display proficiency in written and oral communication skills
4. Demonstrate competency in setting budgets and managing cash flow
5. Demonstrate ability to generate revenue and identify potential funding sources
6. Possess working experience with a non-profit board

CHARACTER & COMPETENCIES:

1. Display a commitment to quality programs and data-driven program evaluation
2. Display passion, idealism, integrity and a positive attitude.
3. Display mission-driven and self-directed behaviours.
4. Behave in an ethical manner. Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.
5. Display 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
6. Possess strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
7. Display an action-oriented and innovative approach to planning

8. Display knowledge of federal and provincial legislation applicable to charitable sector organizations including: employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage etc.
9. Exhibit proficiency in the use of computers
10. Display ability to work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
11. Adaptability: Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
12. Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities.
13. Focus on Client Needs: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within organizational parameters.

PRIMARY DUTIES AND RESPONSIBILITIES

The Executive Director performs the following:

Leadership at the board, staff and community levels

1. Participate with the Board of Directors and senior staff in developing a vision and strategic plan to guide the Society
2. Identify, assess, and inform the Board of Directors of internal and external issues that affect the Society
3. Act as a professional advisor to the Board of Directors on all aspects of the organization's activities
4. Partner with managers, staff and the people served by the society to maintain an organizational culture of respect, community and personal growth.
5. Positively influence others to achieve results that are in the best interest of the organization.
6. Make decisions through a process of assessment to determine importance, urgency, risks, trends in the external and internal environment and make clear decisions which are timely and in the best interests of the organization.
7. Establish working and collaborative relationships with other organizations, funders and politicians to achieve the goals of the Society
8. In addition to the Chair of the Board, act as a spokesperson for the Society

Operations and Programs: Planning and Management

1. Provide leadership in the development and implementation of an operational plan which incorporates goals, objectives, budgets, timelines and evaluation processes that work towards the strategic direction of the Society.
2. Ensure that the operation of the Society is consistent with direction from the Board, contractual obligations and the legislative responsibilities of the Society.
3. Create policies and procedures to support the operations of the society; review existing policies on an annual basis and recommend changes as appropriate.
4. Oversee the planning, implementation and evaluation of the Society's programs and services
5. Maintain a working knowledge of significant developments and trends in the field.

6. Oversee the day-to-day delivery of the programs and services of the organization to maintain or improve quality.

Human Resources Planning and Management

1. Determine staffing requirements for organizational management and program delivery.
2. Ensure that recruitment, employment, and release of all personnel, both paid staff and volunteers, are conducted with the highest ethical considerations and agency policy and in accordance with legislation, contracts with funders and collective agreements
3. Access the supports and recommendations available through the labour relations consultants at the Health Employer's Association of BC
4. Coach and mentor staff as appropriate to improve performance

Financial Planning and Management

1. Work with managers and the Board to prepare a comprehensive multi-departmental budget.
2. Research funding sources, oversee the development of fund raising plans and write funding proposals to maintain and increase the funds of the Society
3. Ensure that sound bookkeeping and accounting procedures are followed
4. Administer the funds of the Society according to the approved budget and monitor the monthly cash flow of the Society.
5. Identify and evaluate the risks to the Society and it's people (clients, staff, management and volunteers), property, information, finances, goodwill and image and implement measures to control risks.
6. Provide the Board with comprehensive, regular reports on the revenues and expenditures of the Society.
7. Ensure that the Society complies with all legislation covering taxation and withholding payments.