YWCA NWT

EXECUTIVE DIRECTOR

JOB DESCRIPTION

# Job Summary:

The YWCA NWT (“YWCA”) is located in Yellowknife, NWT. The mission of the YWCA is to create a safe Northern society for women and families to reach their full potential.

The YWCA NWT has worked with women and their families for more than 50 years to help them move from crisis to stability in a supportive, caring environment. The YWCA NWT is involved in many programs and services including family violence shelters, a family centre, transitional housing, after school care and youth programs.

The Executive Director will provide leadership to all administrative functions, processes and systems of the YWCA and will be responsible for effectively communicating with clients, staff, contractors and volunteers. This includes being responsible for the administration and management of the strategic direction set by the Board of Directors. The Executive Director is the main contact person for the YWCA and must have strong communication and interpersonal skills.

The Executive Director reports to the Chair of the Board of Directors (“Board”) and is required to attend meetings in the evening and weekends.

*Updated: January 2020*

**Duties**:

*Leadership:*

* Act as first point of contact with the general public, media and the business community on all aspects of the YWCA’s work
* Develop, implement and evaluate an organizational culture reflective of YWCA philosophy and values
* Liaise and consult with government and funding agencies on a regular basis
* Foster and maintain political leaders’ awareness of YWCA’s contributions to the community
* Foster financial partnerships with community members
* Represent the YWCA at community activities
* Attend all YWCA national meetings and participate in the Peer Review System

*Operational Management and Planning:*

* Oversee the day to day operations of the YWCA
* Monitor and evaluate the YWCA’s operations, recommending and implementing changes as needed to continuously improve performance
* Hire, train and supervise support staff, contractors and volunteers
* Oversee the management of all programs and services
* Develop an operational plan that incorporates the goals and objectives as outlined in the strategic plan
* Draft policies for the approval of the Board
* Prepare any funding proposals
* Ensure that the client files are properly maintained and secure

*Program Management:*

* Ensure programs and services are culturally sensitive, timely and delivered by well-trained staff
* Ensure programs are evaluated against outcomes
* Ensure programs operate according to legislation, regulations, standards, policies and procedures established by government and YWCA Canada
* Ensure effective communication mechanisms are in place at all program locations
* Resolve problems, complaints from clients, the community and funders
* Ensure client files are appropriately maintained and secured

*Support Board of Directors:*

* Work with the Board to set the strategic plan of the YWCA
* Inform the Board of internal and external issues that impact the YWCA
* Provide administrative and logistical support to the Board
* Act as an advisor for the Board
* Conduct research and analysis in order to bring recommendations for the Board’s consideration
* Conduct official correspondence on behalf of the Board
* Arrange and attend the annual general meeting of the YWCA and the monthly Board meetings

*Advocacy and Outreach:*

* Work in collaboration with all Northern organizations to make a difference in the lives of women across the North
* Actively maintain and build collaborative relationships with other not for profit organizations and government agencies
* Sustain highly effectively relationships with funding agencies
* Sustain and expand channels of communication for advocacy and public engagement

*Donor Relations and Fund Development:*

* Work with the Board to design and monitor fundraising campaigns
* Implement communication and public relations initiatives
* Oversee the development and implementation of marketing and promotional initiatives
* Implement annual fundraising campaigns, donor and stewardship recognition programs and ensure pledges for support are collected
* Build and maintain relationships with major donors, strategic partners and media representatives to gain financial support and a positive reputation

*Human Resources:*

* Develop and implement effective human resources practices
* Develop and implement compensation and benefits as determined by Board policies
* Maintain job evaluation system to ensure internal equity
* Obtain legal advice on all sensitive human resources issues
* Negotiate the collective agreement for Sutherland House with the union

*Financial Management:*

* Manage all operations in a sound and fiscally prudent manner
* Monitor the YWCA’s financial performance to ensure its stewardship responsibilities are met and the operation is sustainable
* Oversee the development, implementation and monitoring of all budgets and other financial plans
* Seek and obtain monies from government, corporations, foundations and funders
* Ensure financial and asset controls are developed and maintained
* Develop, implement, monitor and continuously improve suitable internal controls and systems
* Assess effectiveness and efficiency of YWCA resources and develop, recommend and implement changes
* Maintain positive relationships with funders and donors
* Approve expenditures within the authority delegated by the Board
* Monitor the monthly and annual bookkeeping completed by the bookkeeper
* Ensure compliance with all legislation regarding payroll, taxation, WSCC, NT Payroll Tax including monthly payroll remittances and annual reporting requirements
* Work with the auditors to ensure that the audit is completed in a timely manner
* Ensure compliance with CRA Charity Directorates including the annual filing of the charity return

**Supervisory Responsibilities**:

* Responsible for the supervision of the Directors – Child & Youth, Finance and Housing and Supervisors – Alison McAteer House and Sutherland House
* Responsible for all staffing requirements of the YWCA
* Ensure a positive and safe work environment
* Recruit, interview and hire staff and contractors as needed
* Coach and mentor staff, contractors and volunteers

**Working Conditions**:

The Executive Director will work a standard work week; however, the Executive Director will be required to work some evenings and weekend to accommodate the activities of donor events and Board meetings.

Physical Demands

The Executive Director will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain.  The Executive Director may also have to do some light lifting of supplies and materials from time to time.

Environmental Conditions

The Executive Director may have to manage a number of projects at one time and may be interrupted frequently to meet the needs of clients.  The Executive Director will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands include use of the computer, which may cause eyestrain and occasional headaches.

Mental Demands

The Executive Director will have to manage a number of requests and situations at one time.  Stress may be caused by the need to complete tasks within tight deadlines.   There may be times during the year when there are a lot of time sensitive commitments that must be dealt with in a timely manner.

**Qualifications:**

The ideal candidate is a passionate leader who lives and models the values of the YWCA NWT. The candidate should have a passion for women’s rights and a strong commitment to the YWCA movement.

Required Knowledge, Skills, Abilities:

Knowledge

* Knowledge of issues relevant to YWCA such as the needs of women in a changing Northern environment and issues related to the systemic barriers to equality
* Knowledge of services related to family violence shelters, transitional housing and other supports with women and families
* Knowledge of Indigenous issues and have a practical understanding of the recommendations of the Truth and Reconciliation Commission of Canada: Calls to Action
* Knowledge of financial concepts and managing an organization
* Knowledge of leadership and management principles for a charity including all federal and territorial legislation that applies to charities

Skills

* Proficient in Microsoft Office applications including Outlook, Word, Excel
* Strong written, oral and interpersonal communication skills
* Strong leadership skills

Abilities

* Ability to work with diverse groups
* Ability to effectively lead, organize and influence others
* Ability to manage many projects and meet deadlines
* Ability to make sound and quick decisions

# Required Experience/Education:

* 5 or more years of recent senior management experience
* Management and/or board experience in a not for profit organization or charity is an asset
* University degree in a related field is preferred; however, a combination of education and relevant work experience will be considered
* Professional designation would be an asset