

Executive Director | Job Posting

Organization: d'Esterre Seniors' Centre Association

Location: 1801 Beaufort Avenue, Comox, B.C. V9M 1R9

Applications currently being accepted at info@comoxseniors.ca

Position Summary

The Executive Director, in partnership with the Board of Directors, is responsible for providing leadership for the Association's operations and the success of programs and services. The Association's mission is, *"Enhancing our quality of life as we age."*

Key Competencies & Responsibilities

1. Leadership & Personnel Development

- **Team Oversight:** Supervision of all employees, including hiring, training, and evaluating performance.
- **Volunteer Stewardship:** Manage the volunteer program, ensuring meaningful roles, satisfaction, and recognition.
- **Culture:** Develop and support a healthy workplace culture.
- **Communication:** Demonstrate excellent oral and written communication skills.

2. Governance & Strategic Alignment

- **Board Partnership:** Act as a strategic partner to the Board; participate in and support Board committees as required.
- **Informed Decision-Making:** Provide the Board with timely and accurate information to ensure effective governance.
- **Strategic Planning:** Implement the Board's Strategic Plan and conduct ongoing evaluations.

3. Financial Performance & Risk Management

- **Fiscal Integrity:** With a high degree of competency, prepare and submit the proposed annual budget and monthly financial statements to the Board. Ensure all invoices are processed on time and accurately.
- **Treasurer Collaboration:** Work closely with the Board Treasurer and the Board on all financial matters.
- **Compliance:** Ensure the Association is in good standing with the Societies Act, CRA, and WorkSafe BC etc.
- **Resource Development:** Write funding proposals and reports; develop unique and successful fundraising initiatives; oversee special events.

4. Operational Management & Member Services

- **Daily Operations:** Manage day-to-day operations in a prudent and lawful manner, interacting respectfully with staff and members.
- **Food Services:** Oversee the Café to ensure exceptional food safety and quality standards are met.
- **Facilities:** Manage the building maintenance plan, insurance policies, and rental agreements.

- **Programming:** Work with activity coordinators to maximize activities and manage space.
- **Member Outreach:** Oversee the monthly newsletter, create the Annual Report, and conduct member satisfaction surveys.

Requirements and Skills

- **Education:** Degree or diploma in leadership, business administration, community, social services, or a related field.
- **Experience:** Minimum of two (2) years of leadership experience in the non-profit sector.
- **Governance:** Proven experience working effectively with a Board of Directors.
- **Industry Asset:** Experience in the food/hospitality industry is an asset; Current Food Safe certification required or will be obtained.
- **Technical Literacy:** Proficiency in computer systems, including Word, Quick Books Online, Excel, PowerPoint, email, social media, and online platforms.
- **Core Competencies:** Strong financial management, organizational ability, and public speaking skills.
- **Work Location:** This role is based on-site; duties are to be performed at the d'Esterre Seniors' Centre facility.

Conditions of Employment

- 28 hour week at \$40.00 hour with availability to work full time as required.
