



LIFE AFTER FIFTY
635 McEwan Avenue
Windsor, ON N9B 2E9

POSITION DESCRIPTION

Position: Executive Director

Reports to: Board of Directors

Status: Regular full-time

Position Summary

The Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors.

Responsibilities

Strategic Leadership

- Along with the Board Chair and other designated Board members, acts as the spokesperson for organization
- Executes board-approved policies
- Directs and oversees short and long term strategic plans
- Ensures compliance to minimum standards in accordance with all government legislation, regulations and guidelines pertinent to the organization's role as an employer and non-profit agency
- Submits all information, reports and records as requested or required by law to appropriate government officials
- Develops and implements operational plans, policies, and goals that further strategic objectives
- Develops partnerships with community partners that assist in furthering the goals of the organization
- Act as agency Privacy Officer or delegate as required

Human Resources

- Maintains a competent and effective managerial staff
- Ensures that appropriate salary and wage structures are maintained
- Conducts performance appraisals as required
- Formulates and implements corrective action as needed
- Develops, maintains, and up-dates job descriptions pertinent to the organization
- Determines staff training and/or equipment needs of clerical and administrative employees, taking into account annual budget allocations
- Recruits and interviews candidates for agency vacancies

Board Support

- Attends Board and Committee Meetings
- Works with the Board of Directors and Committees of the Board on governance policy issues by providing support and by initiating approved recommendations or actions
- Recommends to the Board changes to policies and procedures that would improve the organization
- Submits all information, reports and records as requested or required by law to the board of directors

Staff Administration

- Ensures staff remain current to organization business and Board directives/approvals that affect their functions and areas of responsibility
- Provides leadership to organization personnel through effective objective setting, delegation, and communication
- Conducts staff meetings to disseminate pertinent information
- Delegates authority and responsibility to managerial staff
- Coordinates and directs employees
- Ensures an overall Health and Safety program in accordance with the Occupational Health and Safety Act

Financial

- Maintains full awareness of the complete financial, statistical, and accounting records of the organization
- Ensures that operating results established in the annual budget are achieved and the control of operating expenses within budget
- Ensures the accuracy, integrity, and timeliness of all financial accounting and reporting
- Signs all checks
- Ensures the preparation of the annual budget for board approval

Building and Technology Maintenance

- Ensure monthly fire alarm tests are conducted and documented.
- Ensure service contract and warranty information is maintained.
- Handle and resolve day to day maintenance problems as required, including requesting service and notifying appropriate staff.
- Ensure all licenses are submitted on schedule and facilities prepared for related inspections.
- Maintain a working knowledge of the Centres computer hardware and software including troubleshooting and backup of computer system.
- Arrange for technology service and repairs as required.
- Arrange for updated technology equipment in collaboration with IT services

Media Relations

- Develop relationships with media to increase community awareness
- Participate in promotion opportunities
- Represent LAF in radio, TV and newsprint articles
- Respond to media requests for interviews

Grant Writing/Management

- Write grant applications and final reports
- Manage grant budgets and purchases
- Ensure grant targets and funder requirements are met

Qualifications

1. Degree or Diploma in Social Services, Business Administration or other related fields preferred, or an equivalent combination of relevant education and experience
2. Minimum of 5 years related senior management experience which includes demonstrated leadership capacity, strategic planning and evaluation and budget management in a multi-funded environment
3. Demonstrated organization, planning and analytical skills
4. Knowledge of and sensitivity to seniors' needs and issues
5. Experience in managing employees, fostering a teamwork environment
6. Excellent oral, written and electronic communication skills
7. Valid Ontario Driver's license and unlimited access to a vehicle