



Sooke Family Resource Society Job Posting 16-24 – Executive Director

We are currently seeking an **Executive Director** to join our Leadership Team. All employees of Sooke Family Resource Society are dedicated to serving the community and committed to supporting the society's mission statement.

Mission statement: We provide people of all ages and abilities on southern Vancouver Island with services and resources that encourage them to enhance skills, address challenges and create a path forward.

Job Title:	Executive Director
Date Posted:	October 1, 2024
Closing Date:	October 11, 2024
Number of Vacancies:	1
Reports To:	The Chair of the Board of Directors
Wage/Salary:	\$88,000 – \$121,000
Location:	Sooke, B.C.
Shift Schedule:	Standard working hours Monday – Friday
Hours of Work	40 hours per week

To apply, please submit resume and cover letter to bdeclare@sfrs.ca and spurdy@sfrs.ca

Executive Director Opportunity

With our main office located in Sooke, British Columbia, where the rainforest meets the sea, Sooke Family Resource Society (SFRS) is privileged to serve the Western Communities and Victoria, on the unceded traditional territories of the Coast Salish and Nuu-chuh-nulth Nations of Vancouver Island. We are now in our 40th year as a not-for-profit organization, offering support for children, youth, families, and adults with diverse abilities with a wide range of services from prevention to early/ intensive intervention, covering the life span from prenatal to adulthood. SFRS services have been CARF accredited since 2009.

Our new Executive Director will be welcomed to an experienced team of professionals, who are committed to compassionate work of high standards, and who know that the “heart” is as important to our work as the “head” to make a positive impact in the lives of the people we serve.

Job Summary:

Reporting to the Board of Directors through the Chairperson, the Executive Director (ED) is responsible for managing all aspects of the organization’s internal operations and outward facing activities, ensuring the organization remains aligned with the mission, vision, and strategic priorities and goals established by the Board. The ED represents the Society to other agencies, community and civic organizations, donors, funders and supporters, regulatory bodies and the general public. The ED plans, manages and administers all Society programs and services directly or through a management team. Administration is consistent with Board approved policies, goals and objectives, and in accordance with legal, statutory, constitutional, and other requirements.

Key Responsibilities Include:

- Administration and Financial Management
- Communications and Public Relations
- Program Development and Administration
- Human Resources Management

Preferred Education, Training, and Experience:

- Degree or equivalent training/experience in Social Sciences, Education, Business Administration, Public Administration or related field.
- Minimum 3 years’ experience in program and staff management and administration.
- Experience administering a not-for-profit organization or similar social services organization would be ideal.
- Demonstrated ability to work effectively with funders, community, and a board of directors.
- Demonstrated ability to work effectively and inclusively with a diverse client base.
- Practical fundraising experience would be an asset, as well as familiarity with a unionized work environment.
- Strong oral, written and computer literacy skills.

Preferred Abilities and Traits:

- Excellent communicator and motivator
- Inclusive decision maker

- Team builder
- Integrity and honesty
- Proactive and future-focused
- Empathic and supportive
- Commitment to fostering a positive organization culture

Working Conditions:

This is an on-site position, with the main office functions in Sooke, and additional locations in Colwood and Langford.

Application Information:

SFRS is an equal opportunity employer that values diversity of people and communities and is committed to excellence and inclusion in our organization. We actively encourage applicants from diverse backgrounds, abilities, genders, sexual orientations, and ethnicities to apply.

RESPONSIBILITIES:

Administration:

- Develops and implements operational plans, policies and goals that further the Strategic Plan.
- Responsible for securing and administering project grants, government contracts and other sources of funding.
- Monitors contract compliance and timely reporting.
- Ensures the Society's financial viability by overseeing budgets, expenditures, accounting and auditing in conjunction with the Finance Manager and the Board Treasurer.
- Reports regularly to the Board of Directors regarding issues and policies related to operations.
- Maintains a high level of operational practices that comply with social service accreditation standards.

Communications and Public Relations:

- Responsible for developing community, media and inter-agency relationships to effectively promote the programs, events and activities of the Society.
- Represents the Society to funders, other agencies, civic and community groups.
- Communicates clearly within the organization about operational, policy or strategic changes and directions.
- Oversees the maintenance of Website information and other print or electronic communications internally and externally.

Program Development and Administration:

- Develop plans and programs that are consistent with the SFRS Mission to address identified community needs.
- Encourages innovative, cost-effective programs to address circumstances, demographics, and economies as required.
- Consults with Program Managers on the development and delivery of SFRS programs and services.
- Fosters a team approach in the delivery of all programs and services.
- Is knowledgeable about developments and trends in the fields of community enrichment, family and children's services, youth and special needs services.
- Supervises all funding proposals and applications for Provincial, Federal and other sources of funding.

Human Resources Management:

- The ED retains the right to advise on decisions relating to recruitment, retention and release of staff. The ED may make final decisions if deemed necessary.
- Ensures that an effective management team is in place.
- Maintains a workplace culture that attracts, retains and motivates a diverse staff.
- Encourages staff and volunteer development and learning.
- Reviews regular performance planning and evaluation processes for all staff.
- Manages employee related problems in a timely, fair and equitable manner.

- Advises the Board and the HR Committee regarding personnel related policies, activities, status changes or problems.
- Responsible as the Program Manager for SFRS Neighbourhood House program/s and services.

QUALIFICATIONS:

Preferred Education, Training, and Experience:

- Degree or equivalent training/experience in Social Sciences, Education, Business Administration, Public Administration or related field.
- Minimum 3 years experience in program and staff management and administration.
- Experience administering a not-for-profit organization or similar human services provider.
- Experience in the delivery of family resource programs that may include child development and education, youth or seniors' issues, first line counselling and/or special needs services.
- Knowledge of local client base and cultural diversity.
- Demonstrated ability to work effectively with funders, community, clients and Board.
- Strong oral, written and computer literacy skills.

Preferred Skills and Abilities:

- **Team Building:** Ability to generate and foster a team environment that ensures everyone is treated equitably and with respect.
- **Cooperation:** Ability to work effectively with others to achieve common goals
- **Initiative:** Ability to act independently with limited supervision when required
- **Judgment:** Ability to decide correct course of action when choices can be made
- **Accountability:** Willingness to assume and carry out assigned tasks and to be accountable for results and actions, including quantity and quality of work
- **Integrity:** Demonstrate high ethical standards and maintain confidentiality in a professional manner
- **Dependability:** Ability to maintain good attendance, reliability, and punctuality
- **Respect for Diversity:** Ability to appreciate that people have different opinions, backgrounds, and characteristics
- **Communication:** Ability to communicate effectively with co-workers, public; observes established channels of communication.