**Executive Director/Senior Staff Lead**

[INSERT ORGANIZATION LOGO HERE]

**Sample Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| Position Title | [POSITION] | Position Type | [FULL-TIME/PART-TIME (NUMBER OF HOURS/WEEK)] |
| Reports to | [POSITION], [ORGANIZATION] | Reporting to this Role | [POSITION TITLE, if applicable] |

**JOB SUMMARY**

[Insert summary of position’s main roles and responsibilities. Example: The Executive Director provides organizational leadership, strategic direction, and operational management to [Organization]. This position plans and directs the organization’s long-term and day-to-day management and administration of our programs, services and all related activities.]

**Organizational Status**

[Insert summary of organization’s history, mission and purpose. Example: [Organization] is a community-based non-profit organization made up of physicians in the [X] region to achieve common health goals. [Organization] works collaboratively with health authorities and community partners to enhance local patient care and improve professional satisfaction for physicians.]

**Commitment to Equity, Diversity and Inclusion**

[Insert the organization’s statement on equity, diversity and inclusion. Example: Equity, diversity and inclusion are at the core of [Organization Name]’s vision, mission, and values. We are committed to an inclusive workforce that fully represents many different cultures, backgrounds and viewpoints. Our objective is to provide a space for people from all walks of life, creating a welcoming environment for all.]

**Work Performed**

[Example: Board Relations]

Board Relations refers to the relationship with the Division’s Board of Directors as well as the organization’s strategic planning.

The Executive Director will:

[Insert detailed list of responsibilities]

* Work with the Board to develop a vision and strategic plan to guide the Division
* Foster effective teamwork between the Board and the ED, and between the ED and staff/contractors
* Identify, assess and inform the Board of internal and external issues that affect the Division
* Act as a spokesperson and representative for the Division, in addition to the Chair of the Board
* Support the Board by attending meetings, overseeing the development of the Board meeting materials, ensuring record keeping of all Board meetings, and advising the Board on relevant issues

[Example: Operations]

Operations refers to those activities related to the effective and efficient operations of the Division and service areas. It includes establishing operational processes and procedures designed to meet identified standards, legal and government requirements, and the administrative needs of the organization, including the Board of Directors and individual programs.

The Executive Director will:

[Insert detailed list of responsibilities]

* Develop an annual operational plan to achieve the strategic direction of the Division
* Ensure the Division’s daily operations are effective and efficient, and meet the requirements of the Board, members, funders, and all relevant regulatory bodies
* Responsible for the planning, implementation, oversight, monitoring and evaluation of all the Division’s programs, services and special projects
* Develop policies and procedures for Board approval and ensure their effective application
* Ensure the development of and adherence to security and privacy policies and procedures

[Example: Human Resources]

Human Resources refers to the internal relationships among staff, the working environment, and the human resource policies and procedures of the Division. It is the intention of the Division to create and maintain a healthy and positive working environment where employees are motivated to fulfill their responsibilities, feel part of a cohesive team, feel pride in their employment, and where personal values link closely to organizational goals.

The Executive Director will:

[Insert detailed list of responsibilities]

* Determine staffing requirements for the Division’s operations and service delivery, and recruit, train and mentor staff members
* Ensure HR policies, procedures and job descriptions are developed, reviewed and meet legislative requirements, such as the Employment Standards Act and WorkSafeBC
* Implement a performance management process to monitor the performance of staff/contractors
* Supervise and build a strong and collaborative team, facilitate open communication, and ensure ongoing wellness, development and recognition

[Example: Financial and Risk Management]

Financial and Risk Management refers to the practice of sound financial management by developing realistic budgets and adhering to these budgets, producing financial reports and statements on a timely basis that accurately reflect current financial status and activities, utilizing resources within the budget restrictions, practicing cost containment and creating financial systems and safeguards. The Division’s financial practices must comply with established policies, procedures and directives and be in accordance with applicable laws, statutes and regulations.

The Executive Director will:

[Insert detailed list of responsibilities]

* Work with staff and the Board to prepare a comprehensive annual budget aligned with strategic and operational plans
* Work with the Board to secure adequate funding for the operation of the Division, including researching funding sources and writing funding proposals
* Administer the funds of the Division according to the approved budget; monitor monthly financials and cash flow; provide the Board with regular, comprehensive reports on revenue, expenditures, trends and projections; and alert the Board of risks and provide mitigation recommendations
* Identify and evaluate the risks to the Division’s Board, members, staff, contractors, property, finances and goodwill and image, and implement measures to control risks
* Ensure that sound bookkeeping, and accounting procedures are followed
* Ensure that the Division complies with all legislation regarding taxation, withholdings and remittances, and, in collaboration with the Bookkeeper, work with the auditor annually or as required

[Example: Community and Public Relations]

Community and Public Relations refer to those activities designed to establish and maintain positive working relationships within the local community. This includes partnering with other non-profits or governmental agencies, local agencies providing similar services, or community leaders and organizations in order to improve the Division’s capacity to advance its mission and serve its client base. The Executive Director will ensure ongoing liaison and communication to maintain positive relationships.

The Executive Director will:

[Insert detailed list of responsibilities]

* Ensure consistency and alignment to provincial standards with all messaging and communications
* Communicate and engage with members, stakeholders and the broader community to ensure information sharing and capacity building
* Establish positive working relationships and collaborative initiatives, where appropriate and aligned with the Division’s strategic direction, with the Ministry of Health, Healthy Authority, hospitals, physicians and other health care providers, other Divisions, and community organizations
* Oversee and facilitate event planning, related promotion and communications

[OTHER CATEGORY]

* [Insert detailed list of responsibilities]

**WorkIng Conditions**

[Example: The [X] position requires availability to work from Monday to Friday during regular working hours with the possibility of attending occasional evening and/or weekend meetings. Frequent travel may be necessary across the [X] region and so reliable transportation is required.]

**CONSEQUENCES OF ERROR/JUDGEMENT**

[If the position is within the Senior Staff team, it may be useful to insert a statement on the role’s higher sensitivity. Example: This position requires judgement, tact, discretion, and initiative. Competent decisions are essential as they impact the organization’s mission, service delivery and effectiveness.]

**QUALIFICATIONS**

[Insert detailed list of required qualifications]

* Bachelor’s degree in a related field (e.g. [X] or [X]) or equivalent combination of experience and education
* Minimum 5 years of recent related experience
* Experience with managing a substantial operational budget and knowledge of financial management, including fund-accounting, budget preparation and working with staff and the Board to oversee financial accountability
* Demonstrated experience dealing with media and government officials and acting as the public representative of an organization
* Proven diplomacy, tact, empathy and understanding of sensitive of confidential issues
* Provide calendar invitations to any upcoming meetings that employee is expected to attend

**SKILLS and Knowledge**

[Insert detailed list of required skills and knowledge]

* Champions positive working relationships with a diverse set of colleagues and external stakeholders
* Knowledge of the BC primary health care system is an asset
* Knowledge of labour relations issues, including full cycle recruitment, performance management, strategic HR functions, and leading a diverse team of employees and contractors
* Experience facilitating organizational change in a collaborative working environment, including acting as a mentor, coach and mediator
* Able to set goals, create and implement action plans, monitor progress towards goals and the process and results
* Exemplary interpersonal, communication, listening and conflict resolution skills. Encourages open exchange of information and ideas using appropriate communication
* Able to identify problems and demonstrate resourcefulness and creativity in solving them