

Job Description

Position Title: Executive Director

Purpose of the Position

The Executive Director provides leadership in planning, managing and evaluating the work of the organization and is responsible for:

- Managing and coordinating the organization's activities, projects, policy development and strategic planning
- Supervising staff, support to the Board of Directors and overall administrative and financial operations
- Representing the organization to key stakeholders, including funding agencies and the media

Scope

Location: Yellowknife

Reports to: Board of Directors

Team: Works collaboratively with other Literacy Council staff

Reach: Makes decisions of a professional nature related to the management of an efficient and effective office to enable staff to support the delivery of community-based literacy and essential skills programs

Background

The NWT Literacy Council (NWTLC) is a not-for-profit organization with a mandate to promote and support literacy and essential skills development in all the official languages of the NWT. One of the key roles of the NWT Literacy Council is to provide support to build community capacity to deliver and sustain local literacy and essential skills programs and services. The principles of community development and local ownership that reflect the literacy needs of the community guide our services.

Duties and Responsibilities

Manages and coordinates the organization's activities, projects, policy development and strategic planning

- Supports the Board of Directors to develop long-term strategic and annual operating plans and budgets
- Ensures that the mission and objectives of the NWTLC are being met
- Facilitates the research, planning, development, implementation and evaluation of programs and services
- Manages and administers the day-to-day operations of the organization
- Implements board policies and directives within the parameters of legislative and regulatory provisions, the organization's by-laws, board policies and directives
- Manages and mitigates risk to the NWTLC
- Reports regularly to the Board of Directors to allow the Board to assess the financial status of the NWTLC, staff relations, progress in all major project activities and in meeting its objectives and compliance with approved policies, statutory and regulatory requirements

Seeks and manages funding for the organization

- Develops and negotiates funding proposals and fundraising activities to support the strategic directions of the NWTLC
- Manages the organization's revenues and expenditures to ensure funded projects are being delivered within the approved budgets and accountability frameworks
- Ensures financial policies and procedures are followed across the organization
- Manages all revenues and expenditures
- Reports to funders in a timely manner
- Ensures that cheques have required signatures and makes payments in a timely manner
- Tracks sponsorships and charitable donations
- Liaises with accountants and auditors
- Provides support and information for annual audit

- Reports monthly to the Board of Directors on the financial status of the organization

Manages staff and contractors

- Recruits, supervises and supports all staff in a manner consistent with approved board policies
- Works with staff to develop and implement team and individual work plans
- Supports staff in evaluating the outcomes for all projects undertaken by the NWTLC
- Manages all employee and contractor relationships consistent with the provisions of applicable legislation, regulations, funder requirements, standards, board policies, contracts and agreements

Develops and maintains an effective network of support and partnerships

- Develops and maintains effective, professional relationships with board, staff, contractors, funders, other key stakeholders, the media and the public at large
- Develops and maintains strong partnerships to ensure the sustainability of the organization
- Represents the NWTLC positively on external committees and working groups
- Communicates the mission, mandate and activities to stakeholders and the general public

Skills and Abilities

- Extensive knowledge and experience in program and project management including operational planning and budgeting, developing funding strategies and proposals, financial monitoring and accountability, program evaluation, personnel management
- Solid understanding of literacy and essential skills development issues in the NWT
- Thorough knowledge of and demonstrated leadership in community development, advocacy and policy work

- Demonstrated ability to work collaboratively with a wide range of sectors, community partners and diverse individuals and groups
- Superior leadership skills including the ability to lead by example, promote cooperation and teamwork and facilitate communication and information sharing
- Innovative and creative thinker with highly-developed research, analytical and problem solving skills
- Excellent communications skills, including proposal writing, public speaking and facilitation skills as well as interacting with the media
- High degree of self-initiative to maintain progress and momentum
- Experience working in cross-cultural settings
- Willingness to work flexible hours

Education and Experience

- Post-secondary degree in education, social sciences or equivalent
- Minimum 5 years of senior management experience in the not-for-profit or public sector, including managing budgets
- Experience in working with a board of directors

Environment

- Job requires the ability to work to tight deadlines
- Job requires a high degree of self-initiative to maintain progress
- Job often requires multi-tasking

Equipment Used

Computers

- Word processing
- Spreadsheets and data bases
- Internet browsing
- E-mail
- Desktop publishing

Position of Trust

This is a position of trust. The successful candidate must pass a Criminal Records Check.