



## **JOB DESCRIPTION: EXECUTIVE DIRECTOR VOLUNTEER YUKON (VY)**

---

### **Job Purpose**

Foster and promote volunteerism across Yukon, adhering to the four cornerstones of a Volunteer Centre:

- *Capacity building*: empower learning for volunteer and organizational development in the non-profit sector
- *Promoting*: inspire others to give their time and energy and celebrating their contributions
- *Connecting*: people, organizations and communities to the resources they need to do their work
- *Convening*: networking and coordinating the sharing of ideas and information across and within various sectors of the community

### **Primary Duties and Responsibilities**

#### ***Leadership***

- Participate with the Board of Directors in developing a vision and strategic plan to guide VY
- Identify, assess, and inform the Board of Directors of internal and external issues that affect VY
- Act as a professional advisor to the Board of Directors on all aspects of VY's activities
- Foster effective team work between the Board and the Executive Director and between the Executive Director and staff
- In addition to the Chair, act as a spokesperson for VY
- Conduct official correspondence on behalf of the Board and jointly with the Board, as appropriate
- Represent VY at community activities to enhance VY's community profile

#### ***Operational Planning and Management***

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of VY
- Ensure that VY's operations meet the expectations of clients, Board, and funders
- Oversee the efficient and effective day-to-day operation of VY
- Draft policies for approval by the Board and implement policies/procedures
- Ensure that personnel, client, donor and volunteer files are securely stored and privacy/confidentiality is maintained
- Provide support to the Board by preparing meeting agendas in consultation with the Chair and by preparing supporting materials
- Support the Board in the development and implementation of a comprehensive communications, marketing, and awareness policy

#### ***Program Planning and Management***

- Oversee the implementation and evaluation of VY's programs and services
- Ensure that the programs and services offered by VY contribute to the mission and reflect the priorities of the Board
- Monitor the day-to-day delivery of the programs and services in order to maintain or improve their quality
- Oversee the planning, implementation, and evaluation of special projects

## ***Human Resources Planning and Management***

- Determine staffing requirements for organizational management and program delivery
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- Recruit, interview and select staff that have the right technical and personal abilities to help further VY's mission
- Ensure that all staff receive an orientation to VY and that appropriate training is provided
- Implement a performance evaluation process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
- Coach and mentor staff as appropriate to improve performance
- Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures

## ***Financial Planning and Management***

- Work with staff and the Board to prepare a comprehensive budget
- Work with the Board to secure adequate funding for VY's operations
- Research funding sources, oversee the development of fundraising plans and write funding proposals to increase VY's funding
- Participate in and organize fundraising activities as appropriate
- Approve expenditures within the authority delegated by the Board
- Administer the VY's funds according to the approved budget and monitor the monthly cash flow
- Provide the Board with comprehensive, regular reports on revenues and expenditures
- Ensure that VY complies with all legislation covering taxation and withheld payments

## ***Community Relations/Advocacy***

- Communicate with stakeholders to keep them informed of VY's work and to identify changes in the non-profit sector
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve VY's goals

## ***Volunteer Management***

- Develop and implement goals and objectives for a volunteer program which reflects and supports the mission of VY
- Assess the need of volunteers and volunteer organizations in order to enhance program and service delivery
- Recruit and screen potential volunteers to help VY achieve its mission and goals
- Provide volunteers with a job description, orientation and on going support
- Develop and implement a volunteer recognition program
- Develop, manage and promote VY's library and other assets
- Actively campaign for new individual and organizational memberships

## ***Risk Management***

- Identify and evaluate the risks to people (Board, clients, staff, volunteers), property, finances, goodwill, and image and implement measures to control risks
- Ensure that the Board of Directors and VY carry appropriate and adequate insurance coverage
- Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage

## **Qualifications**

### ***Education***

- Post-secondary degree or other education or experience in a related field

### ***Experience***

- Management experience; experience in a voluntary sector organization is desired

### ***Knowledge, Skills, and Abilities***

- Knowledge of leadership and management principles as they relate to non-profit/voluntary organizations
- Knowledge of all federal and territorial legislation applicable to voluntary sector organizations including: employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage, etc.
- Knowledge of current community challenges and opportunities relating to the mission of the organization
- Knowledge of human resources management
- Knowledge of financial management
- Knowledge of project management
- Strong communications and marketing skills

### ***Computer proficiency***

- Word processing, financial management, e-mail, Internet, Powerpoint presentations

### ***Personal characteristics***

- *Adaptability:* Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency
- *Behave Ethically:* Understand ethical behaviour and business practices, and ensure that own behaviour and the behavior of others is consistent with these standards and aligns with the values of the organization
- *Build Relationships:* Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization
- *Communicate Effectively:* Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- *Creativity/Innovation:* Develop new and unique ways to improve operations of the organization and to create new opportunities
- *Focus on Client Needs:* Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters
- *Foster Teamwork:* Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- *Lead:* Positively influence others to achieve results that are in the best interest of the organization.
- *Make Decisions:* Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization
- *Organize:* Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- *Plan:* Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results
- *Solve Problems:* Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem
- *Think Strategically:* Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization

## **Working Conditions**

- The Executive Director works a standard work week, but will also work occasional evenings and weekends to accommodate activities such as Board meetings and representing VY at public events