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Job Description – EXECUTIVE DIRECTOR

Title

Executive Director, Inclusion Clare

Reports to

Board of Directors, Inclusion Clare

Job Overview

The primary focus of this position is to provide quality leadership in the effective, efficient operation and management of Inclusion Clare in accordance with the Vision, Mission, Values and best practices of the organization. At this point of time in the development of our organization, the incumbent is expected, among their many duties, to focus their attention quality and risk management strategies, addressing human resources needs, assisting the board in implementing the latest strategic plan, and developing our social enterprises.

Responsibilities and Duties

- Operation and management of all centres, services and programs in a manner that is effective, efficient, inclusive, sustainable, sensitive and respectful
- Provision of leadership that motivates and inspires continuous improvement
- Assessment and implementation of measures to monitor quality improvement and control risks associated with the organization's Participants/Residents, staff, finances, property, image and goodwill
- Management an annual budget of upwards of \$1,000,000
- Management of Operations Manager and Bookkeeper, including performance evaluations and regular check-ins
- Oversight of the Community Employment Program, Person Directed Pilot Program, Fund Development, Boards and Committees, Community Outreach, Family/Guardian Relations, Year-end Audits/Reviews and Social Enterprise
- With Operations Manager, co-oversight of Worker Training, Workers' Advisory Council and Resident Council, and Purchasing
- Proposal Writing and Fund Development
- Liaison with Government and Community/Non Profit Partners

- Serve various Boards and Committees: Board of Directors, Executive Committee, Strategic Planning Committee, HR Committee, Finance Committee, Staff/Team Meetings, Hiring Panels, etc.
- Oversight of all communications including website, social media, newsletters, annual reports and educational materials
- Networking and building professional relationships
- Provides the Board with a written monthly report which identifies risks and risk mitigation, and quality improvement, progress on strategic plan (as applicable but at a minimum of quarterly), relevant information from the Department of Community Services etc.
- Provision of necessary information to the Board of Directors in a timely fashion
- Collaboration with the Board of Directors and staff on fundraising projects and events
- Serve as the primary media/public spokesperson for the organization
- Involvement in local Community Development
- Communicate needs of the organization to Government Departments

Qualifications

- Post-secondary education, ideally within human services preferred
- 5 years of management experience in the not-for-profit sector
- 5 years of experience in the field of adult support and direct care
- Previous experience in working with individuals with diverse abilities
- Previous experience in working with a Board of Directors
- Good understanding of quality improvement and risk management programs
- Experience in conflict resolution in a diverse setting
- Excellent working knowledge of Microsoft Office and Sage
- Excellent verbal and written communication skills in French and English
- Personal characteristics: strategic thinker, confidence, moral courage, approachability, creativity, trustworthy, conscientious, professionalism
- Bondable