



The Elizabeth Fry Society of Manitoba Inc.



A United Way Member Agency

Job Title: Executive Director

Reports to: Elizabeth Fry Society of Manitoba Inc. (“The Agency”) Board of Directors

Reporting Staff: Program and Volunteer Coordinator, Provincial Reintegration Worker, Bail Worker(s), Spiritual Knowledge Keeper and contract or casual employees and any new employees

Purpose:

The Executive Director is the chief executive officer and is accountable for the effective and efficient business operations of The Elizabeth Fry Society of Manitoba Inc. They are responsible for developing, recommending, and implementing – upon board approval – strategies, budgets, and policies for the Agency.

Primary Responsibilities:

- Develops an operational plan which incorporates goals and objectives that work towards the strategic direction of the Agency;
- Ensures that the operation of the Agency meets the expectations of its members, the Board, funders, partner community organizations, employees and volunteers;
- Monitors the financial health of the Agency and ensures that the Agency is fiscally sound, current, within budget, and able to meet its liabilities as they become due;
- Ensures that all grants, applications and proposals are submitted in a timely fashion and that all obligations under the grants, applications and proposals are met;
- Oversees the efficient and effective day-to-day operations of the Agency;
- Drafts policies for the approval of the Board and prepares procedures to implement the organizational policies;
- Reviews existing policies on an annual basis and recommends changes to the Board as appropriate;
- Ensures that personnel, members, donors, sponsors, and volunteer files are securely stored and privacy/confidentiality is maintained as per applicable policy, statutory and contractual requirements;
- Provides support to the Board by preparing meeting agenda and supporting materials and by maintaining the Board’s minute book, bylaws, and governing policies;
- Develops terms of reference for each of the Board committees;
- Participates in the development and maintenance of the existing funding grants to the Agency and any new funding grants to the Agency;

The Elizabeth Fry Society of Manitoba Inc.

- Coordinates and oversees the multiple funding contracts for the Agency to ensure the funding deadlines are met;
- Ensures that the day-to-day financial operations of the Agency are current, sound, and balanced, and that the Agency is meeting all of its financial obligations in a timely fashion;
- Supervises various staffing obligations, documenting and reporting to the Board on any staffing complaints or performance issues;
- Regularly meets with all staff to ensure staff are performing their duties professionally and competently;
- Regularly provides reviews of all staff;
- Is completely familiar with the Agency's policies and procedures manual, and is able to interpret and make decisions that adhere to this manual as part of her day-to-day job duties;
- Is completely versed in all employment agreements, including the Collective Agreement that governs the staff of the agency;
- Is able to interpret and make decisions that adhere to these agreements as part of the day-to-day job duties;
- Represents the Agency in any grievance process that the Agency is called upon to attend;
- Is completely versed in all staff employment agreements, programs and funding proposals, to ensure that all staff are complying with their obligations pursuant to any of these documents

Program Planning and Management:

- Oversees the planning, implementation and evaluation of the Agency's programs;
- Ensures that the programs offered by the Agency contribute to the Agency's mission and reflect the priorities of the Board;
- Monitors the day-to-day delivery of the programs of the Agency to maintain or improve quality;
- Ensure that all funding requests are appropriately requisitioned, disbursed and applied according to the funding proposal or grant criteria and that all documentation, claims and evaluation are properly and accurately provided to the funding proposal, grant, or program body in a timely and diligent manner;

Human Resource Planning and Management:

- Determines staffing requirements for organizational management program delivery;
- Oversees the implementation of the human resources policies, procedures and practices, including the development of job descriptions;
- Recruits, interviews and selects staff that have the technical and personal abilities to help further the Agency's mission;
- Ensure that new staff and volunteers receive an orientation to the Agency and that appropriate training is provided;
- Monitors staff performance on an on-going basis and conducts at minimum an annual performance review of each staff person that is properly documented within the personnel file of each employee;

The Elizabeth Fry Society of Manitoba Inc.

- Coaches and mentors staff and volunteers as appropriate to improve performance and documents and performance issues, concerns, or complaints;
- Ensures that all existing staff and volunteers receive appropriate and regular training to enhance and improve job performance and skills;
- Reports to the Board any staffing performance concerns;
- Ensures that all staff personnel files are properly documented, monitored, current and accurate and in particular, that all vacation and sick days are current and that no unapproved over-time, sick days, or vacation days are carried over to the detriment of the Agency;
- Ensures that all Collective Agreement obligations of the employer are met or are in compliance with the agreement and that any representations at grievances or hearings are appropriately responded to

Governance:

- Reports to Board of Directors on a regular basis;
- Attends all Board of Directors meetings and committee meetings;
- Organizes and oversees the Annual General Meeting of the Agency and any other meetings as directed;
- Ensures that all notices and reports are filed and maintained according to the Agency's bylaws and any relevant laws and statutes;
- Ensures that all incorporating documents, by-laws, and minutes of all board and committee meetings are accurate, maintained, and current

Risk Management:

- Identifies and evaluates the risks to the Agency's people (members, staff, management, volunteers) property, finances, goodwill and image, and implements measures and policies to control risks;
- Ensures that the Board of Directors and the Agency carries appropriate and adequate insurance coverage;
- Ensures that the Board and staff understand the terms, conditions, and limitations of insurance coverage

Financial Responsibility:

- Works with the Agency's bookkeeper, treasurer and the Finance Committee to prepare a comprehensive budget;
- Works with the Board to secure adequate funding for the operation of the Agency;
- Research funding sources, oversees the development of fundraising plans and implements the fundraising directives of the Board;
- Writes funding proposals to increase funds of the Agency;
- Evaluates and makes recommendations on the financial needs of the Agency;
- Participates in fundraising activities as appropriate;
- Approves expenditures within the authority delegated by the Board;
- Ensures that sound bookkeeping and generally accepted accounting practices are followed;

The Elizabeth Fry Society of Manitoba Inc.

- Administers the funds of the Agency in accordance with the approved budget and monitors the monthly cash flow of the Agency;
- Provides the Board with comprehensive, regular reports on the revenues and expenditures of the Agency;
- Ensures the Agency complies with all legislation covering taxation and withholding payments;
- Prepares an annual budget and financial projections;
- Oversees monthly financial transactions;
- Seeks and secures government, private and corporate funding;
- Estimates, schedules, measures and controls project tasks, costs and business for all Agency initiatives

Interactions with the Public:

- Interacts respectfully with a wide variety of people on various issues;
- Ensures that staff safety and integrity are respected and ensured in accordance with the Agency's policy and procedures manual

Physical Demands:

- The Executive Director (ED) will generally be working in an office setting at a desk, using office equipment and a computer;
- Lifting of supplies and materials from time to time;
- The ED will be faced with constant interruptions and enquiries by staff and community members – the ED must meet with these individuals on a regular basis;
- The ED will be required to enter data on a computer requiring attention to detail and high levels of accuracy;
- There are a number of time sensitive deadlines associated with this position – it is important that the ED is able to deal with the pressure of time sensitive duties and must be able to effectively set priorities within the Agency so that deadlines are not missed;
- The ED must also engage with a wide variety of people including government and funder representatives, as well as the public, on various matters related to the Agency's mandate

Working Conditions and Environment:

- Ability to work flexible hours as required in relation to service requirements;

Knowledge and Skills:

- Demonstrated knowledge of project and business management principles, methods and techniques;
- Knowledge and ability to work with a variety of persons and organizations having diverse concerns and agendas;
- Knowledge and ability to coordinate meetings, deliver presentations, and collaborate with stakeholders;

The Elizabeth Fry Society of Manitoba Inc.

- Ability to plan, manage, fundraise, and advocate;
- Strong interpersonal skills and experience working with Boards and correctional services, both federal and provincial;
- Ability to maintain confidentiality,
- Excellent verbal and written skills;
- Thrive in a changing, challenging, and fast-paced working environment;
- Skilled with Microsoft Office Suite, email packages;
- Ability to work within the policies and procedures, as well as uphold the vision, mission and core values of the Agency;
- Excellent public relation skills;
- Human resource experience in both unionized and non-unionized setting

NOTE: This job description is not intended to be all-inclusive. The ED may perform other duties related and as required to meet the ongoing needs of the Agency.

**Regular hours of work are Monday through Friday from 8:30 am to 4:00 pm. The position requires the successful applicant to be available to work flexible hours when necessary.