

Job description

Executive Director – Newcomer Women's Services Toronto (NEW)

Responsible to

Board of Directors

Summary of primary job functions

The Executive Director is responsible for overall management and leadership of Newcomer Women's Services Toronto consistent with the organization's mission and goals. They implement policies established by the board of directors. The ED provides leadership, direction, and guidance on NEW's activities. Analyzes and evaluates the effectiveness of all the organization's operations. Develops and maintains organizational structure and effective personnel. Coordinates major activities through subordinates and appraises assigned personnel. Represents NEW to regulatory bodies, community and civic organizations, donors, funders and supporters, and the general public.

Duties and responsibilities

General

- Acts as the spokesperson for the organization
- Executes board-approved policies
- Directs and oversees short- and long-term strategic plans
- Ensures revenue generation through grant proposal writing and strategic fundraising
- Attends board meetings
- Supports a competent and effective management team
- Provides leadership to organization personnel through effective objective setting, delegation, and communication
- Conducts staff meetings to disseminate pertinent information
- Ensures that appropriate salary and wage structures are maintained
- Delegates authority and responsibility to managerial staff
- Coordinates and directs employees
- Oversees the preparation of office procedure manuals, outlining specific duties and area responsibilities
- Ensures that job descriptions are current
- Conducts performance appraisals as required
- Formulates and implements corrective action as needed
- Applies Lean and Six Sigma methodologies to ensure efficient business systems

Implement Innovative Programs and Services

- Monitor community needs, demographic trends, and relevant policy on an ongoing basis, be aware of changing context within which programs and services are provided
- Ensure programs and services are delivered consistent with human rights and anti-oppression mandate and meet all funder mandated outcomes
- Develop programs and services consistent with newcomer women's needs
- Monitor programs and services to ensure consistency with criteria established by funding sources and the organization's mission and goals



NEWCOMER WOMEN'S SERVICES TORONTO

- Manage outcome-based programs, such as Employment Ontario, Youth Job Connect, and Canada-Ontario Job Grant.
- Annually prepare and provide to the board of directors, and other applicable bodies, summary reports of programs and services, including recommendations for future improvement and change
- Regularly obtain statistical and qualitative feedback about program and service delivery
- Provide consultative services on bylaws, procedures, and conflict management

Administration

- Ensures administrative staff remain current to organization business and board of directors' directives/approvals that affect their functions and areas of responsibility
- Works with the board on governance policy issues by providing support and by initiating approved recommendations or actions
- Ensures compliance to minimum standards in accordance with all government legislation, regulations, and guidelines pertinent to the organization's role as an employer and non-profit agency
- Recommends to the board changes to policies and procedures that would improve the organization
- Maintains an effective and cost efficient office environment
- Develops, maintains, and updates job descriptions pertinent to the organization
- Determines staff training and/or equipment needs of clerical and administrative employees, taking into account annual budget allocations
- Submits all information, reports, and records as requested or required by law to appropriate government officials or the board of directors
- Develops and implements operational plans, policies, and goals that further strategic objectives

Financial

- Maintains full awareness of the complete financial, statistical, and accounting records of the organization
- Ensures that operating results established in the annual budget are achieved and ensures the control of operating expenses within budget
- Ensures the accuracy, integrity, and timeliness of all financial accounting and reporting
- Signs all cheques in compliance with agency financial management policies and procedures
- Ensures the preparation of the annual budget for board of director's approval

Maintain, acquire, and dispose of physical assets

- Ensure that facilities, furniture, and equipment are as necessary and appropriate to needs of the organization
- Provide recommendations to the board for any acquisitions or expenditures that are outside the approved budget
- Ensure proper maintenance of facilities, furniture, and equipment

Establish, maintain, and advance community relations

- Initiate and develop relationships with a broad range of community sectors including: city communities, all levels of government, community members, other non-profit organizations, and business organizations
- Undertake activities within the community that enhance the visibility of the organization
- Represent the organization on appropriate committees, networks, and joint projects
- Develop and provide information about the organization's goals, programs and services

Qualifications

- Related Master's Degree (e.g. Social Work, MBA, Education, Immigration Studies or equivalent) with minimum two years of experience in executive leadership
- Demonstrated experience in managing relationships such as with Employment Ontario, CaMS, Youth Job Connect, and Canada-Ontario Job Grant services is an asset
- Experience in staff management using coaching frameworks and progressive discipline
- Strong commitment to newcomer settlement, human rights, and gender issues
- Demonstrated experience working from an anti-oppressive and an intersectional feminist framework is an asset
- Fluency in a second language is an asset

Salary will be commensurate with experience. Benefits will commence after the successful completion of a three-month probation period. This position is open to both internal and external candidates.

Please send your cover letter and resume to human_resources@newcomerwomen.org, by May 8, 2017 at 5:00 pm, with the subject line 'ATTENTION: Board of Directors – ED Hiring Committee'.

No phone calls please.