



friends for life

Executive Director

The Executive Director manages the overall operation of the Vancouver Friends For Life Society, directs all aspects of fund development, provides guidance and leadership to the staff, ensures that all programs and services reflect the Society's strategic directions, directs and oversees budget planning and expenditures, ensures adequate resources to grow and sustain programs, liaises with external stakeholders, and communicates and promotes the Society's vision and values.

General Responsibilities

- Directs the fund development initiatives and strategies of the Society.
- Provides leadership with a vision guided by the Mission and philosophies set out by the Society.
- Oversees the day-to-day operations of the Society.
- Manage all permanent senior-level staff and appropriate contract employees.
- Implement and monitor all necessary systems related to Financial Management.
- Provide leadership and expertise when overseeing programs and program initiatives.
- Liase with other community agencies, funders and community stakeholders.
- Provide leadership to groups and the community in a way that will raise awareness and mobilise individual and community responses to complementary and alternative therapies and wellness.

Specific Duties

Fund Development

- Implements, maintains and upgrades the annual fundraising plan which includes all pertinent aspects of: annual, major, individual, and planned giving, as well as special events.
- Manages private sector donors and sponsors with priority and emphasis placed upon major level donors.
- Prepares and submits funding body proposals, applications and reports to government funders, foundations and corporations.
- Oversees the fund development initiatives and strategies of the Society, including all signature events (Art For Life, Dining Out For Life, Bingo For Life).

Financial Management

- Oversees the financial management of the Society. Ensures funding of the Society's programs and is responsible for the financial sustainability of the organisation. Will actively seek out additional funding options where necessary to meet identified need.
- Ensures the payment of all salaries and amounts due from and owing by the Society which fall within the purview and scope of the approved annual budget or otherwise, as may be established

from time to time, by resolution of the Board.

- Manages all government funds, acting as the key contact for these government funding agencies.

Human Resources/Personnel Management

- Ensures structures and systems for the development, review and recommendation of new programs, program expansion or changes.
- Oversees human resource management of the Society. Ensures effective human resource planning and identifies resource implications.
- Meets with each staff for program planning purposes on a regular basis and is responsible for senior-level staffing supervision.
- Interviews and hires senior-level staff, provides them with clear job expectations, supervision and evaluation on a regular basis.
- Establishes organisational structures that ensure accountability of all programs, staff and volunteers in fulfilling the mission, objectives and strategic plan of the Society.
- Oversees the development of the annual work plan including annual budget and operational goals and objectives.

Board of Directors

- Is an ex-officio member of the Board.
- The Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors.
- Act as a professional advisor to the Board of Director on all aspects of the organization's activities
- Organized in conjunction with the president the monthly agenda for the Board of Director meetings and other committee meetings of the board.

Community Development

- Provides leadership to groups and the community in a way that raises awareness and mobilises individual and community responses to complementary and alternative therapies and “wellness”.
- Acts as a media and community spokesperson for the Society and its mandate.
- Attends and participates in meetings and events in the community as time and resources allow in order to promote the Society.
- Ensures that program mechanisms are in place in order to garner direct and constructive feedback from membership.
- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization

Communications

- Works with volunteers and communications staff to develop and monitor a communications plan which will take into account communications tools such as: website, newsletters, social media, media and events

Contract Management

- Responsible for the negotiation, development and application of all legal contracts involving the agency, including funding contracts, leases, employment contracts and any other obligations of a legal and binding nature.

Qualified applicants should submit a resume and covering letter to Recruitment@friendsforlife.ca before **FRIDAY MARCH 28, 2014 at 4:00pm PST**. The Vancouver Friends For Life Society thanks all applicants for their interest; only those selected for an interview will be contacted. Absolutely no phone calls.