

JOB POSTING

Job Title: Executive Director
Apply to: director@drcvictoria.com
Closing Date: April 13, 2018

The Victoria Disability Resource Centre (VDRC) is a charitable organization that assists people with all types of disabilities to lead independent lives. Incorporated February 15, 1990, the VDRC is a cross-disability, grassroots, charity run by and for persons with disabilities. The Board of Directors is comprised of community members both with and without disabilities. We are one of 27 members of Independent Living Canada which is the national umbrella organization representing and coordinating the work of Independent Living Centres across the country.

Through our four essential programs – Information & Referral, Peer Support, Skills Development and Access to Employment – we ensure service users, regardless of their disability, are empowered and enabled to define their own goals and find the support to achieve them.

The Executive Director is the key management position of the Victoria Disability Resource Centre. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, community outreach and media relations. The position reports directly to the Board of Directors.

The successful candidate must demonstrate success in obtaining program funding from government, non-government organizations and businesses as well as knowledge of current disability rights issues, principles of the independent living movement and current disability issues in the Capital Regional District. The person will have at least three years' experience in a non-profit organization, demonstrating successful development, coordination, and implementation of service programs for the public.

Additional requirements are:

- Hands-on budget management skills, including budget preparation, analysis, decision making and reporting
- Basic knowledge of labour standards and human rights legislation
- Strong organizational abilities including planning, delegating, program development and task facilitation

- Excellent oral and written communication and interpersonal relations abilities
- Ability to motivate a diverse staff and volunteers to excellent performance standards and ethics
- Knowledge of financial management
- Knowledge of MS Office

Full time, weekdays, 7.5 hrs/day: Some evening and weekend work is required. Flexibility with regards to scheduling is expected. Annual salary \$50,000.

VDRC Executive Director Job Description:

Summary of Responsibilities:

The Executive Director, reporting to the Board of Directors of the Victoria Disability Resource Centre, is responsible for:

- The overall delivery of the VDRC's programs and services
- Directing the day-to-day operations of the VDRC by managing the programs and services of the VDRC to ensure all service standards contained in funding agreements are met
- Implementing policy directions of the Board
- Recruiting, hiring, training, delegating, supervising, evaluating and releasing staff, contractors and volunteers
- Applying for grants from public and private sources to secure the financial viability of the VDRC
- The overall financial management of the VDRC
- Attending all Board meetings, liaising with Board members and maintaining open communications and full candor with the Board
- Regularly reporting to the Board of Directors on the management of the VDRC, proposals for future programs and services, the management and progress of programs and services and current internal and external issues which may have an impact on the operation or reputation of the Centre
- Ensuring ongoing liaison with funders and community agencies
- Responding to media inquiries
- Other related duties as necessary to maintain the operations of the Centre and its good name

Key Responsibilities:

1. STRATEGIC PLANNING:

- Conducts internal and external environmental scans to identify emerging issues that affect the VDRC
- Operationalizes the goals and objectives as determined by the Board of Directors
- Identifies the required resources to achieve the goals

- Liaises with key stakeholders to identify the changing needs and conditions of the community

2. PROGRAM DEVELOPMENT AND MANAGEMENT :

- Develops programs and services that work towards the VDRC's mission and vision, within policy guidelines and priorities set by the Board
- Designs and develops programs and services in response to calls for proposals
- Negotiates agreements to ensure that service can be delivered under contract terms
- Implements programs and services ensuring that terms of agreements are followed
- Liaises with funders and community partners to provide quality service
- Supervises delivery of projects
- Ensures monitoring, tracking, data collection, follow up and reporting are maintained to a high standard; oversees results and if necessary, adjusts deliverables to meet targets
- Evaluates project activities and incorporates feedback into program design

3. PERSONNEL MANAGEMENT:

- Recruits, hires, supervises, evaluates and releases staff , contractors and volunteers
- Ensures staff, contractors and volunteers are fully trained to perform their duties
- Sets clear, results-oriented goals, with realistic and measurable outcomes for staff, contractors and volunteers
- Facilitates individual development ensuring staff, contractors and volunteers have the required skills
- Supports and encourages new initiatives
- Encourages team-building by facilitating open communication and positive working relationships with staff, contractors and volunteers
- Models ethical and professional behavior for staff, contractors and volunteers

4. FINANCIAL MANAGEMENT

- Develops budgets and forecasts of cash flow, monitors revenue and expenditures, assesses required adjustments to budget and obtains Board approval for the budget
- Liaises with funders as required
- Implements the Board's policies for the allocation and distribution of resources
- Contracts for accountancy and bookkeeping services to include monthly statements of revenues and expenditures

5. REPRESENTS THE VDRC IN THE COMMUNITY

- Promotes community awareness of the VDRC's mission and aims
- Markets the VDRC's programs to persons with disabilities, service providers and the public
- Represents the VDRC in the community by participating in networking and community relations activities

- Builds strong working relationships with others, both inside and outside the organization, including governments, non-government organizations and businesses

To Apply:

People with disabilities are strongly encouraged to apply.

To apply forward your resumé with a cover letter that details how your experience matches this opportunity to director@drcvictoria.com and put Application for Executive Director in the subject line.

Please note only electronic applications will be accepted. No phone calls or faxes please.

While we thank all applicants for their interest, only individuals shortlisted by the hiring committee will be contacted.

DEADLINE FOR ALL APPLICATIONS: 4:30 p.m. Friday, April 13, 2018.