



Job Description

Managing Director

FTE 1.0

Date Posted: February 16, 2024

Closing Date: March 15, 2024 (or until a suitable candidate is found)

Salary ranges from \$60,000 - \$75,000 based on qualifications and experience (Includes a 20% taxable cash benefit in lieu of a benefit package).

Role/Purpose:

The Managing Director is responsible for the financial and administrative oversight of the agency. This includes, but is not limited to, providing direction for all aspects of human resource management, program development, service delivery, and financial reporting. The Managing Director is responsible to guide the work of the agency, and to anticipate and plan for future growth while maintaining current services and initiatives.

Directly reports to: The FCSS Board of Directors.

Key Duties & Responsibilities

Administration & Planning (40%)

- Prepare and monitor the annual budget;
- Oversee program expenditures and monthly financial reports;
- Report on financial status and key developments of the agency at monthly Board meetings;
- Complete annual reports to the province & other funders (City) as required;
- Ensure that annual or required financial reports are completed and submitted on time;
- Provide signing authority along with designated Board Directors;
- Responsible for strategic and business planning for the agency;
- Determine along with the Board, any opportunities for external agency grant funding on an ongoing basis and according to available resources;
- Develop and monitor process for external grant funding requests;
- Along with the FCSS Board, research, develop and initiate operating policies and procedures for FCSS;

- Support outcome measurement and evaluation for agency programs with outcome statements and indicators;
- Assist with program development and delivery as required;
- Ensure updated materials for and staff awareness of the agency's role in Disaster Social Services for the municipality.

Community Development & Public Relations (30%)

- Analyze external stakeholder inquiries and concerns;
- Maintain a high level of understanding and awareness of community development trends and local community needs related to pertinent social issues as they relate to FCSS programming through ongoing assessment and appraisal;
- Work closely with the Board of Directors to determine the philosophical direction for all functions of the agency;
- Maintain high level of awareness of FCSS core services and FCSS services delivery;
- Maintain active participation in the provincial FCSS Directors Network;
- Develop strong key partnerships and collaborative relationships throughout the community;
- Identify and build on community assets that support the strategic direction of Wetaskiwin FCSS;
- Ensure a clear awareness of the importance of preventative social services at the local (City) provincial (MLA) and federal (MP) government levels.

Leadership & Supervision (30%)

- Actively model ethical leadership and accountability including transparency of action and behavior;
- Actively model strong commitment to the purposes of the agency;
- Encourage and enable staff to maintain excellence in service delivery;
- Oversee the hiring of all staff;
- Develop and review all position descriptions, and authorize and assign staff to conduct specific duties;
- Oversee development and approval of all contracts;
- Conduct annual performance reviews with all staff;

- Participate in Managing Director's annual performance review with the Board Personnel committee;
- Follow all Wetaskiwin FCSS Policies and Procedures.

Qualifications

Education and Experience

Undergraduate or Master's degree in human services, community development or business management preferred however, experience will be considered

- Demonstrate knowledge of social policy issues and the human services field;
- Demonstrate knowledge of community development practices, and program design;
- Significant experience in human services at a senior management level;
- Demonstrate ability to write annual program and financial reports;
- Demonstrate ability to manage a budget of over \$500,000
- Strong public relations skills including public speaking and media relations;
- Practical understanding of board governance and sound non-profit management;
- Demonstrate ability to work collaboratively with the Board, staff, funders, stakeholders, and community.

Competencies/Skills & Attributes

- Demonstrates strong leadership skills and coaching capabilities, well organized, enthusiastic, creative, flexible, adaptable, passion for the work, able to work various hours as required, highly motivated.
- Possess strong interpersonal communication skills and be team oriented - to encourage and enable staff to strive for and maintain excellence.

Additional Requirements

- **Current Criminal Record Check**
- **Vulnerable Sector Check**

To Apply:

- Submit cover letter and resume to: wetaskiwin.fcss@gmail.com
- Apply through Indeed: Wetaskiwin FCSS, Managing Director