



Position Overview

The Executive Director is responsible for the overall leadership and management of operations for the Northern Environmental Action Team in accordance with the direction set by the Board of Directors.

Reporting Relationships

The Executive Director reports to the Chair of the Board of Directors of the Northern Environmental Action Team and is accountable to the Board of Directors as a whole.

The Executive Director leads and manages a team of management and staff both directly and indirectly as outlined in the organizational chart.

Core Competencies & Skills

- Strategic & Systems Thinking
- Relationship Management
- Financial Acumen
- Creative
- Partnership Development

Primary Duties and Responsibilities

The Executive Director works closely with management and staff to ensure that the primary duties and responsibilities of the position are fulfilled.

Leadership

- Commitment to NEAT vision, mission and core values
- Participates with the Board of Directors in developing a vision and strategic plan to guide the organization
- Identifies, assesses, and informs the Board of Directors of internal and external issues that affect the organization
- Acts as a professional advisor to the Board of Directors on all aspects of the organization's activities
- Fosters effective team work between the Board and the Executive Director and between the Executive Director and staff
- Acts as a spokesperson for the organization
- Conducts official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate
- Represents the organization at community activities to enhance the organization's community profile

Northern Environmental

Action Team

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- Increase public awareness and enhance public image of NEAT

Operational planning and management

- Develops an operational and marketing plan which incorporates goals and objectives that work towards the strategic direction of the organization
- Ensures that the operation of the organization meets the expectations of its clients, Board and Funders
- Both directly, and indirectly through management, oversees the efficient and effective day-to-day operations of the organization
- Drafts policies for the approval of the Board as appropriate and prepares procedures to implement the organizational policies; reviews existing policies on an annual basis and recommend changes to the Board as appropriate
- Ensures that personnel, client, donor and volunteer files are securely stored and privacy/confidentiality is maintained
- Provides support to the Board for meetings and attends all meetings as requested/required by the Board.

Program planning and management

- Oversees the planning, implementation and evaluation of the organization's programs and services and ensures that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board
- Monitors the day-to-day delivery of the programs and services of the organization to maintain or improve quality
- Oversees the planning, implementation, execution and evaluation of special projects

Human resources planning and management

- Determines staffing requirements for organizational management and program delivery
- Oversees the development and implementation of human resources policies, procedures and practices including the development of job descriptions for all staff
- Ensures that a positive, healthy and safe work environment is established in accordance with all appropriate legislation and regulations
- Recruits, interviews and selects staff under their direction that have the right technical and personal abilities to help further the organization's mission
- Ensures that staff under their direction receives an orientation to the organization and that appropriate training is provided
- Implements a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
- Coaches and mentors staff as appropriate to improve performance
- Disciplines staff under their direction as necessary using appropriate techniques; releases staff when necessary using appropriate procedures

Financial planning and management

- Works with the Board (Treasurer and Finance Committee) to prepare a comprehensive budget
- Works with to secure adequate funding for the operation of the organization through a variety of methods
- Researches funding sources, oversees the development of fund raising plans and writes funding proposals to increase the funds of the organization
- Participates in fundraising activities as appropriate

- Approves expenditures within the authority delegated by the Board
- Develops and maintains the accounting systems and controls ensuring that sound bookkeeping and accounting procedures are followed.
- Administers the funds of the organization according to the approved budget and monitors the cash flow of the organization
- Approves payroll for the organization; ensures accounts payable and accounts receivable functions and other accounting processes are completed either directly or indirectly.
- Provides the Board with comprehensive, regular reports on the revenues and expenditure of the organization
- Ensures that the organization complies with all legislation covering taxation and withholding payments ensuring all deadlines are met

Community relations/advocacy

- Communicates with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization
- Establishes good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization

Risk management

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

Qualifications

Education

- University degree in a related field (preferred)

Knowledge, skills and abilities

- Sensitivity to and knowledge of environmental issues primarily focused on resource conservation
- Knowledge of leadership and management principles as they relate to non-profit/voluntary organizations
- Knowledge of all federal and provincial legislation applicable to voluntary sector organizations including: employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage etc.
- Knowledge of current community challenges and opportunities relating to the mission of the organization

- Demonstrated knowledge of human resources management
- Sound knowledge of financial management
- Knowledge of project management
- Proficiency in the use of computers for word processing, financial management, email, internet and social media

Personal characteristics

The Executive Director should demonstrate competence in some or all of the following:

- **Adaptability:** Demonstrates a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Behaves Ethically:** Understands ethical behaviour and business practices, and ensures that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.
- **Builds Relationships:** Establishes and maintains positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicates Effectively:** Speaks, listens and writes in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Focuses on Client Needs:** Anticipates, understands, and responds to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Fosters Teamwork:** Works cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Leads:** Positively influences others to achieve results that are in the best interest of the organization.
- **Makes Decisions:** Assesses situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organizes:** Sets priorities, develops a work schedule, monitors progress towards goals, and tracks details, data, information and activities
- **Planning:** Determines strategies to move the organization forward, sets goals, creates and implements actions plans, and evaluates the process and results.
- **Problem Solving:** Assesses problem situations to identify causes, gathers and processes relevant information, generates possible solutions, and makes recommendations and/or resolve the problem.
- **Thinks Strategically:** Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization.

Experience

- 5 or more years of experience in a voluntary sector organization

Working Conditions

- Executive Directors usually work in an office environment, but the mission of the organization may sometimes take them to non-standard workplaces.

- Executive Directors work a standard work week, but additionally will often work evening, weekends, and overtime hours to accommodate activities such as Board meetings and representing the organization at public events.