



Job Description – Executive Director

Job Summary

Reporting to the *Connections Place Society's* Board of Directors, the Executive Director is responsible for the effective operational management of the *Connections Place Clubhouse*. The Executive Director implements the policies and directives of the Board of Directors and ensures that the organization's responsibilities are met as determined by relevant legislation and regulations. Responsibilities include overseeing staff, programming and maintaining professional contacts with other organizations, agencies and government bodies in the community.

Key Duties and Responsibilities

Charity Operations

- Establishes goals, objectives and policies for the approval of the Board of Directors.
- Effectively develop, coordinate and direct the operation of Connections Place, consistent with the International Standards for Clubhouse Programs.
- Ensure the work of the Clubhouse upholds the requirements of the Clubhouse international's accreditation.
- Evaluates the services being provided by Connections Place in relation to specified goals and standards, and recommends modifications, where appropriate.
- Formulates committee guidelines and acts as chairperson and/or participates in a variety of committee meetings.
- Provides regular reports to the governing Board to allow them to make informed decisions and fulfill their responsibilities to the Society.

Financial Management

- Oversees the preparations and presents the operational budgets for the approval of the Board of Directors, authorizes expenditures in accordance with the approved budget.
- Ensures the organization employs proper methods of financial management to guarantee it effectively meets its operating needs. This includes ensuring the organization uses proper systems of internal audit and financial management in maintaining financial systems and records.

Human Resources Responsibilities

- Develops and implements the personnel program, including interviewing, hiring, orienting, evaluating, disciplining and terminating employees. Ensures that accurate personnel records are maintained.
- Ensures the professional development of staff to grow, develop and work towards the Association's mission, goals and objectives.

Community Relations and Fundraising

- Ensures that all matters related to public relations are handled according to Board policy.
- Maintains professional contacts with local, provincial, national and international associations for an exchange of information on issues, activities, and anticipated changes in health care and specifically, mental health.
- Maintains professional contacts with community and government agencies and health organizations.
- Negotiates contracts with appropriate Municipal, Provincial and Federal funders.
- Participates in existing strategies and develops a comprehensive strategy in the areas of fund- development, donor research, and fundraising events and campaigns.

Performs additional related duties as required.

See below for Job Qualifications' Summary

Job Qualifications

- Bachelor of Arts degree in social services or a related field or equivalent combination of experience and education.
- Attended, or willing to attend, Clubhouse International Colleague Training, First Aid, C.P.R. and Food Safe certificates.
- Substantial experience in a management position in social services or related field, preferably with experience in a non-profit organization.
- Strong multi-tasking skills to prioritize, organize and meet deadlines.
- Ability to work effectively, both independently and as part of a team.
- Ability to exercise discretion, especially when handling sensitive or confidential information.
- Ability to establish and maintain harmonious relations with members, staff, and visitors.
- Ability to be an effective team leader.
- Excellent written, oral, organizational and interpersonal communication skills.