

JOB DESCRIPTION

Executive Director

Reports To: Rising Above Board of Directors

Position Summary:

As the Board's single official link to the operations of the organization, the Executive Director (ED) will be held responsible to speak for and ensure the staff performance as a whole. Consequently, the ED's role contributions can be stated as performance in two areas: (1) organizational accomplishment of the Board established strategic direction and ends, and (2) organizational operation within the boundaries established in Board Policy, where operational resources are concerned.

Duties and Responsibilities

40% - PROGRAM

1. Provide leadership in developing and implementing a strategic action plan to accomplish the SMART goals set by the Board.
2. Provide leadership in developing program, organizational and financial plans with staff to execute the strategic action plan.
3. Oversee programs and evaluate effectiveness.
4. Oversee the establishment of management and operational policies, procedures and standards.
5. Maintain a working knowledge of significant developments and trends related to the ministry of Rising Above.
6. Establish sound linkages with other reputable organizations to accomplish strategic ends.

25% - COMMUNICATIONS

1. Regular reports to the board: Annual Report on cumulative progress toward SMART goals; reports on to date progress towards SMART goals at each of the face to face board meetings; Board committee progress and outcome reports; five year comparative progress report and strategic plan report, annually updated.
2. Represent Rising Above to organizations, churches and the general public.
3. Promote Rising Above's mission and programs through various means including special events, personal contact, public speaking, publications, online content and mailings.
4. Maintain regular, positive donor relations: prepare monthly donor acknowledgement letter; prepare donor solicitation letters; connect with donors; grow the donor base.

15% - FINANCIAL

1. Oversee the development of strategies for generating revenue to ensure that adequate funds are available to permit the organization to carry out its work.
2. Work with the staff in preparing an annual budget; see that the organization operates within budget guidelines.

10% - HUMAN RESOURCES

1. Be responsible for the recruitment, employment, supervision and release of staff who report directly to ED. Provides consultation to Directors for hiring and release of staff who report to Directors.
2. Ensure that job descriptions are developed, employment contracts are in place, regular performance evaluations are held, and that sound human resource practices are followed.
3. See that an effective management team, with appropriate provision for succession is in place.
4. Ensures adequate staff and operational policies are in place, updated regularly and followed.
5. Provide leadership in staff development and staff meetings.

5% - GOVERNANCE SUPPORT

1. Work with the chair to prepare board agendas.
2. Prepare supporting information for board agendas as requested.
3. Attend all board meetings.

5% - LEGAL

1. Jointly, with staff and board officers, conduct official correspondence of the Agency
2. Jointly, with designated board officers, execute legal documents.
3. Maintain operations meeting federal and provincial legislative standards such as safety, insurance, taxes, labour laws and standards, etc.

OTHER DUTIES: as assigned

OTHER RESPONSIBILITIES

1. Adhere to the Rising Above Covenant of Faith and Life

Last Revision Date: February 6, 2021.