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## Position Description

### Executive Director

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Objective:	To broadly set out the accountabilities and administrative duties of the Executive Director and establish the parameters by which he or she will be recruited and evaluated.
Position:	Executive Director, ED
Context:	The Executive Director is the sole official link between the Board of Directors (Board) and the organization that it governs. The responsibilities of the Executive Director lie in the exercise of delegated authority and compliance within parameters established by Board policy and directives.
Time Commitment:	37.5 hours per week and a flexible schedule is necessary
Responsibility:	Board of Directors
Term:	Full time position

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#### **Accountability**

The Executive Director reports directly to the Board during its official forums, through the Executive Committee for ongoing personnel and financial matters, and through the Chair on other matters as they arise.

#### **Authority**

The Executive Director holds a key leadership position in the Battle River Watershed Alliance Society (BRWA). The Executive Director is accountable to the Board for facilitating and executing planning and policy development along with administrative (including personnel) and financial management (including budgeting and fund development). Under the authority of the Board, the Executive Director carries out assigned policies and regulations. The Executive Director directs the implementation of the BRWA's programs and services, and is responsible for the management of all staff members and volunteers. The Executive Director is a designated Signing Officer of the BRWA.

## Responsibility

### 1. Visioning

In support of the Board, the Executive Director:

- Participates in the creation and communication of the BRWA vision
- Develops programs and services that serve the vision, within the policy guidelines set by the Board.

### 2. Governance

- Attends all Board meetings, and is an *ex officio* member of all committee meetings
- Coordinates with, and assists, the Board in organizational development
- Provides orientation for Board members and committee chairs
- Acts as a consultant to the Board and its committees
- Supports the Board and its Committees as needed, balancing the resources available to the demands of the Board and its committees

### 3. Strategic Planning

- Conducts internal and external environmental scans to identify emerging issues affecting the BRWA. The internal scan brings to the Board's attention issues arising from within the BRWA, such as the increased need for technological resources or contract services. The external scan identifies issues that may have an impact on the BRWA, such as change in provincial funding policies. Sets specific organizational goals and outcomes, under the direction of the Board.
- Sets goals for management practices
- Sets program and service goals
- Identifies the resources required to achieve the goals
- Communicates with key stakeholders to identify the changing needs and conditions of the communities that are served by the BRWA.
- Explores, evaluates and develops alternative scenarios and plans to assist the Board in achieving its vision.

### 4. Policy Management

- Administers the day-to-day operations of the BRWA
- Directs the staff's implementation of policy
- Prepares procedure statements for Board policies

### 5. Leadership

- Oversees the operation of the BRWA and its staff at its office in Camrose
- Works in collaboration with staff, key stakeholders, and relevant community agencies and groups, to accomplish shared objectives and responsibilities
- Encourages team-building by facilitating open communication and positive working relationships with staff and volunteers
- Establishes control and follow-up mechanisms for the BRWA

## 6. Personnel Management

- Interprets Board policy decisions to staff, volunteers and contractors
- Hires, supervises, evaluates, and releases staff
- Supervises the management (recruitment, selection, orientation, and training) of BRWA Volunteers
- Supervises the hiring of contractors and consultants
- Trains and motivates staff and volunteers
- Oversees and strengthens volunteer recognition program
- Sets clear, results-oriented goals, with realistic and measurable outcomes
- Supports goal achievement, coaches and monitors performance
- Assists individual skill development in the BRWA
- Supports and encourages staff initiatives
- Observes and evaluates staff performance
- Provides regular, appropriate, and constructive feedback
- Assists the Executive Committee in personnel matters
- Ensures that human resource policies are followed within staff structure

## 7. Financial Management

- Oversee the financial management of BRWA
- Actively researches and pursues diverse funding opportunities for BRWA
- Manages the preparation of operational and technical grant applications, and other fundraising and fund development initiatives
- Ensure all programs and projects are delivered within budget and timelines in accordance with BRWA's Annual Operating Plan
- Implements the Board's policies for the allocation and distribution of resources
- Ensures the maintenance of sound bookkeeping procedures
- Provides the Board (Treasurer) with regular statements of revenues and expenditures
- Administers the funds of the BRWA, according to the budget approved by the Board
- Advises the Executive Committee on financial matters
- Encourages fiscal responsibility and stewardship throughout the organization
- Functions as a signing officer within the guidelines provided by the Board

## 8. Risk Analysis

- Evaluates, in broad-based terms, the potential assets and liabilities of a project, proposal, or strategy
- Makes sure that both risks and opportunities have been identified and evaluated
- Assesses potential threats to the BRWA's image
- Assesses the risks to the BRWA's financial security and growth
- Provides regular, reliable, and comparable reports on the BRWA's progress

#### 9. Public Relations and Promotion Management

- Promotes community awareness of the BRWA's vision, mission and values
- Participates in networking and community relations activities on behalf of the BRWA
- Builds strong working relationships with others, both inside and outside the BRWA, and enlists their support for accomplishing tasks
- Assists the Education and Communications Committee in preparing programs, and acts as a spokesperson for the BRWA and its programs in the community
- Works with key external stakeholder groups
- Identifies and researches funding opportunities
- Facilitates a communication plan that informs the community of the activities and direction of the BRWA
- Seeks public speaking opportunities
- Supervises the membership recruitment campaign

#### Evaluation

The Executive Director is subject to the performance appraisal process as conducted by the Executive Committee or Chair. He or she will assist in the assessment of organizational outcomes; recommending changes when necessary. The Executive Director will also inform the Board of Directors about situations that affect the Executive Director's ability to meet his / her goals

#### Personal Characteristics

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

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Behave Ethically:** Understand ethical behaviour and business practices, and ensure that his/her own behaviour and the behaviour of others are consistent with these standards and align with the vision, mission and values of the organization.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write 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.
- **Focus on Stakeholder Needs:** Anticipate, understand, and respond to the needs of internal and external stakeholders to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.

- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem
- **Think Strategically:** Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization.

### **Executive Director Compensation**

Salary: \$90,000 – \$115,000.00

Holidays: Holidays are earned monthly starting at 1.67 days per month (20 days per year).

Benefit Package: Comprehensive package including short and long term disability, Dental and health.

Personal Wellness: BRWA provides each employee with \$500 to use to support physical and mental wellness.

Pension: BRWA does not have a pension plan, however it gives each employee \$2500 and suggests employees use that amount to contribute to an RRSP.