



JOB POSTING – Executive Director (ED)

Big Brothers Big Sisters Grey Bruce is looking for a creative, committed, professional individual to join their team in providing mentoring opportunities to youth and children throughout our service area. We are looking for someone who would be excited by the challenge of leading Big Brothers Big Sisters Grey Bruce to the next level in its growth and expansion to meet the needs its area of coverage.

Type of Position: Contract – Part Time (20 hours per week, flexible)

Location: Owen Sound (open to other locations within Grey and Bruce Counties)

Reports to: Chair of Board of Directors

Salary: Competitive/Negotiable. Dependent upon Experience.

The part-time Executive Director will be responsible for leading and managing our child and youth mentoring agency in accordance with Big Brothers Big Sisters National and Agency By-Laws and the policies and direction set out by the agency's Board of Directors. As a leader, the Executive Director will model and promote excellence, accountability, quality, creativity, transparency, and empathy throughout the agency and community.

The Executive Director will work closely with the Executive Committee of the Board of Directors to help the agency adhere to its Strategic Plan and with the Mentorship staff to promote and conduct various programming throughout the service area.

Key duties include: working closely with our board and staff members to achieve our business plan goals, fund development, agency marketing, grant writing, and building, maintaining and managing relationships with external stakeholders.

The position is for one (1) year with the hope of indefinite extension pending sustainable funding.

Key responsibilities include:

- **Board Governance:** In collaboration with the Board of Directors, develop and implement the strategic plan, translating the strategic plan into business initiatives. Act as an advisor to the Board of Directors and implement decisions made by the Board.
- **Communications and Marketing:** Develop and implement plans to improve recruitment of volunteers, promote cooperative actions with other social agencies, and increase awareness of our programs.
- **Funding/Grant Management:** Research and apply to a variety of granting organizations and meet grant funding objectives of the Board.

- **Program Planning and Management:** Oversees the planning, implementation, and evaluation of the organization's programs and services with the assistance of staff.
- **Human Resources Management:** Ensures future-focused, fair, equitable and inclusive people management practices throughout the agency.
- **Financial Management:** Oversees fiscal activities and ensures sound bookkeeping and accounting procedures are followed.
- **Community Relations:** Develops and maintains strong working relationships with all stakeholders in the community. Act as the primary agency contact along with the Agency President.

Qualifications:

- Post-secondary education with training in social / human services or education. Marketing and/or communications skills in a non-profit organization is an asset.
- Must be able to assume a wide range of responsibilities, to work with staff and volunteers who vary in their work styles, and to work under pressure.
- Exceptional interpersonal and written communication skills.
- Strong computer skills: word processing, email and internet systems, in the MS Office environment; experience with graphic design considered an asset.
- Experience working with social media tools including Facebook, Instagram, etc.

Application Deadline June 11, 2021 at 11:59pm.

Full Job Description available upon request.

Send Covering Letter and Resume to:
Lloyd Mohr
Vice President,
Human Resources Committee
Big Brothers Big Sisters Grey Bruce

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