



Executive Director C5

Job ID: 24-021TERRA

Overview

Ten years ago, 5 Edmonton agencies created a partnership to collaborate in the development and delivery of services to children, youth and families recognizing the value and benefit of leveraging each others' strengths and resources. The agencies: Boyle Street Community Services, Norwood Child and Family Resource Centre, Terra Centre for Teen Parents, Bent Arrow Traditional Healing Society and Newcomer Centre created C5 (Collaborating for Change). C5 has created numerous programs and services for marginalized individuals and families residing primarily in Edmonton NE/Clareview. The NE Hub has been established by C5 as a community hub, serving as the heart of program delivery and community collaboration. The NE Hub serves approximately 4,300 individuals a year through an extensive range of programs at the NE Hub, as well at the Clareview Rec Centre and the C5 Market. Given the growth and need to strengthen strategic operations the current role of Director has been reclassified to Executive Director providing greater authority and responsibility for operations at all three sites.

Job Overview:

The Executive Director is responsible for the implementation of mission, vision, values, policy, strategic planning and for the general performance of the C5 NE Hub and 2 satellite service sites.

Direct Reports

- Operations Director
- Administrative Support position

Job Conditions:

The position will be primarily working out of the NE Hub located at 14017 Victoria Trail NW and will follow a flexible 35-hour work week, including evenings and weekends, to accommodate activities that will move the mission forward.

Key Responsibilities:

This position necessitates working closely with community members, partner organizations, and funders to create a safe, inclusive, and engaging environment.

- Upholds and protects the C5 mission/vision/values.
- Implements the C5 Strategic Plan
- Develops, approves and implements policy.
- Creates and executes fund development strategies supporting sustainability of operations; including grant writing, donor cultivation through relationship building; individuals, foundations, funders, business/corporate relations
- Oversees and monitors the day-to-day operations.
- Administers the funds of the NE Hub in alignment to the approved budget.
- Interfaces and engages with diverse stakeholders.
- Provides direct supervision to Operations Director and Administrative Support positions.
- Manages staffing issues (hire/release/performance reviews)
- Reports monthly to the Executive Directors of the C5 agencies.
- Provides direction and oversight to the Community of Practise committees.

- Data collection and evaluation; conducts evaluation activities as required by funders and to also determine trends, gaps and community needs.
- Risk Analysis: Evaluates, in broad-based terms, the potential assets and liabilities of projects, and ensures that both risks and opportunities have been identified and evaluated.

Qualifications:

- Bachelor's degree in: Social Work, Education, Community and/or Business Development, or a related field
- Minimum of 6 years progressive senior management in human services/voluntary sector (community development, stakeholder engagement, strategic planning)
- Working knowledge of program development design, systems, financial reporting/budget development, data base management

Knowledge and Abilities:

- **Behave Ethically:** Understand ethical behaviour and business practices and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the NE Hub
- **Lead:** Positively influence others to achieve results that are in the best interest of the NE Hub. Knowledge of leadership and management principles as they relate to non-profit/ voluntary organizations.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- **Plan:** Determine strategies to move operations forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Strong Communicator:** excellent written and verbal communicator, uses effective communication techniques to build internal and external relationships.
- **Think Strategically:** Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization.

Other requirements:

- Commitment to a flexible 35-hour work week that will include evenings and weekends.
- Police Information Check (vulnerable persons) and Child Welfare Intervention Record Check (findings will be reviewed on a case-by-case basis).
- Current Standard First Aid & CPR Certificate
- Valid Driver's License with five-year clear Driver's Abstract
- Reliable vehicle, with vehicle liability insurance, available for regular use
- Ability to lift materials and equipment up to 25 pounds
- Ability to work in an office setting, travel to different locations and events as required, and spend long periods sitting at a computer or attending meetings.

Compensation: The annual salary for the position is \$95,000 – \$110,000.

Upon completion of a probationary period, we offer a comprehensive, competitive, extended health benefits package including RRSP contribution.

To Apply:

Please submit your résumé and cover letter to: employment@terracentre.ca

Please include "24-021TERRA Executive Director C5" in the subject line of the email.

Closing Date: Until suitable candidate found.