



## **South Calgary Community Association**

3130 – 16<sup>TH</sup> ST SW,  
Calgary, AB T2T 4G7  
Ph: 244-5411 Fax: 228-3643

- Job Title:** SCCA Executive Director
- Reports to:** Board of Directors through the President of the SCCA
- Hours of Work:** 30 hours per week
- Office Hours:** Monday through Friday 9:30am-1:30pm (the remaining 10 hrs per week are flexible to accommodate some PM and weekend hours).

### **Description**

The Executive Director is responsible for the successful leadership and management of the SCCA according to the strategic direction set by the board of directors. The executive director is employed by the SCCA and is accountable to the board of directors. Governed by our mission statement and working within the policies and procedures of the association, the Executive Director directs the day to day operations of the organization. The Executive Director is responsible for administration, programs and services, physical facilities, long range planning, and in consultation with the Board of Directors representation to external agencies.

### **Primary Duties and Responsibilities**

- 1. Leadership**
- 2. Operational Planning and Management**
- 3. Program Planning and Management**
- 4. Human Resource Planning and Management**
- 5. Financial Planning and Management**
- 6. Facility Rental**
- 7. Building Maintenance and Security**
- 8. Community Relations and Marketing**
- 9. Risk Management**
- 10. Board and Committees**

### ***1 Leadership:***

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization
- Act as a professional advisor to the Board of Directors on all aspects of the organization's activities
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate
- Represent the organization at community activities to enhance the organization's community profile, when requested by Board

### ***2 Operational Planning and Management:***

- Manage and administer the efficient and effective day-to-day operations of the SCCA
- Ongoing management and upkeep of office equipment
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate
- Ensure that personnel, client, donor and volunteer files are securely stored and privacy/confidentiality is maintained
- Manage the lease agreement for the facility and operating agreement for the pool.

### ***3 Program Planning and Management:***

- Seek opportunities to suggest new programs and enhance existing programs to the board
- Lead staff and volunteers in the provision of existing programs and services
- Monitor and evaluate programs and services and keep Board informed of status

### ***4 Human Resources Planning and Management:***

- Determine staffing requirements for organizational management and program delivery
- Oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations

- Recruit, interview and select staff that have the right technical and personal abilities to help further the SCCA's mission
- Ensure that all staff receive an orientation to the organization and that appropriate training is provided and staff remuneration and benefits packages are implemented
- Be accountable to the Board for his/her performance and the performance of his/her staff
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual self evaluation and performance review
- Coach and mentor staff as appropriate to improve performance
- Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures
- Inform the Board of all personnel changes and significant issues,
- Maintains 'main' personnel file for each employee.
- Provide new employees information for initial setup with Ceridian Payroll and ensure that any employee changes are forwarded to Ceridian Payroll

#### ***5 Financial Planning and Management:***

- Work with staff and the Board (Treasurer) to prepare a comprehensive Operational and Capital budget
- Work with the Board to secure adequate funding for the operation of the organization
- Actively research possible grant funding and preparation of grant applications/funding proposals to support programs, operational and capital costs
- Participate in fundraising activities as appropriate
- Approve expenditures within the authority delegated by the Board
- Ensure that sound bookkeeping and accounting procedures are followed
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization, including analysis of the budget to actual
- Assist SCCA bookkeeper to ensure that the organization complies with all legislation covering taxation and withholding payments that include GST returns, Charity Return, Revenue Canada and Alberta Corporate returns, WCB and Casino (or other Alberta Gaming) returns
- Submit all invoices to accounting for timely payment.
- Ensures that SCCA complies with the spending guidelines set out in the gaming and grant funds received
- Process membership renewals from pay pal, mail submissions etc. and advise the Membership Director

## ***6 Facility Rental:***

- Manage facility rental agreements with clients
- Respond to hall inquiries in a timely fashion
- Tour facility with perspective clients for hall bookings
- Order required items for hall bookings, i.e. Table clothes, glasses, etc.
- Ensure that the booking needs of the renters are met including but not limited to the number of table chairs and arrangement of, podium, screen, etc...
- Ensure renters are made aware of legislative requirements (including facility capacity, liquor licenses and SOCAN fees) and process applications for them directly as required
- Meet with renters, caterers and or decorators as required and provide guidance with the use of the facilities and guidelines
- Manage rental revenue collections and provide to accounting for entry. Process electronic payments (visa, etc.) and take cheque payments received to the bank for deposit

## ***7 Building Maintenance and Security:***

- Overall responsibility for facility requirements that include regular maintenance; including testing for furnaces, septic, water testing, fire alarm and office equipment and computers etc.
- Ensure that CHUBB security is up to date with user ID's and that codes/keys are maintained and users are following security procedures properly
- Implement a security procedure for the facility that all staff, board and clients follow
- Schedule appropriate cleaning of the building and regular maintenance/repairs of the building.

## ***8 Community Relations and Marketing***

- Establish good working relationships and collaborative arrangements with community groups, funders, and other organizations to help achieve the goals of the organization
- Plan, administer and evaluate marketing strategies that will move the SCCA forward in reaching strategic goals as set by the Board
- Assist respective Directors in processing registrations, i.e. playgroup and peanut soccer
- Website management. Ensure website is up-to-date.

### ***9 Risk Management:***

- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage
- Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage

### ***10 Board and Committees:***

- Is responsible to the Board for the management and administration of the Association in accordance with the Mission Statement, By-laws, and Board policy
- Attend all Board meetings and provide monthly written Executive Directors Report
- Ensure that all new board members receive an orientation to the organization as well as a Director binder
- Advise and support the Board in executing their duties.
- Provide input and recommendations to Board in relation to policy
- Enact and implement Board policy as developed
- Translate Board policies into programs and services
- Coordinate/prepare annual reports for presentation at the Annual General Meeting.

## **Qualifications**

### ***Education:***

Post Secondary Education in a related field; or a combination of education and relevant experience

### ***Experience:***

Relevant management experience.

### ***Knowledge & Skills:***

- Knowledge of leadership and management principles as they relate to non-profit/ voluntary organizations
- Knowledge of all federal and provincial legislation applicable to voluntary sector organizations including: employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage etc...
- Knowledge of current community challenges and opportunities relating to the mission of the organization
- Knowledge of human resources management
- Knowledge of financial management
- Knowledge of project management

### ***Proficiency in the use of computers for:***

- Word processing and desktop publishing
- Financial management and accounting
- E-mail & Internet
- Facility management

### ***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 own behaviour and the behaviour of others is consistent with these standards and aligns with the 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.
- **Commitment to community:** Demonstrate an active engagement to the fostering of a positive community environment.

- Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities.
- Focus on Client Needs: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameter.
- 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.

***Working Conditions***

- The Executive Director usually works in an office environment, but the mission of the organization may sometimes take them to non standard workplaces.
- The Executive Director works Monday through Friday 9:30am-1:30pm (the remaining 10 hrs per week are flexible to accommodate some PM and weekend hours for activities such as Board meetings and representing the SCCA at events, as appropriate