

## **Connections Adult Learning (CAL)**

Incorporated as Northern Connections Adult Learning Centres (NCALC)

### **Job Description, Executive Director**

#### Overview of Role:

The CAL Executive Director's role is to lead the organization as a thriving community resource supporting adult learners across the region. The Executive Director will lead the organization by communicating a clear purpose, focusing the organization on its mission and ensuring smooth operations of the agency and its programs. This requires an individual who is passionate about the agency's community and its mission. The Executive Director will always ensure sound financial management of the organization, including the diversification of funding sources, and act as the agency's champion across the region and in the literacy and basic skills community.

#### Position Specifics:

##### Financial Management Responsibilities

- Create, manage and report on annual budget
- Fundraising, grant writing, seeking new funding opportunities and partnerships
- Funder relations, reporting and ensuring commitments are met/exceeded
- Procurement, contract management and asset control
- Manage bookkeeper contract and confirm funds are properly accounted for

##### Strategic Management Responsibilities

- Implement strategic direction provided by the Board of Directors
- Implement and report on implementation of Strategic Plan
- Ensure the organization's people and programs are mission focused
- Adapt operational plans to meet changing needs/environment while remaining mission-driven

##### Stakeholder Management Responsibilities

- Government relations
  - liaison with government funders
  - understand and act on funding/ reporting commitments
  - understand and operationalize government adult learning and employment services strategic goals
  - understand government organizational and strategic transformations and adapt programs/services/outreach as needed
- Community relations
  - maintain an active presence in the provincial and regional Literacy & Basic Skills community
  - act as CAL champion within the communities served
  - promote community partnerships and leverage partnerships to benefit the organization and NCLAC's clients
  - actively communicate with community partners to increase awareness of CAL programs and services and to increase referrals
  - stay informed about services offered by other community agencies

#### Program Management Responsibilities

- Program development, innovation and evaluation
- Report regularly on program effectiveness in meeting identified outcomes, as well as, the evolving needs of employers and job seekers, and of the community
- Policy development and management
- Marketing programs and ensuring referrals from partner agencies
- Ensure appropriate records management
- Keep up-to-date on adult learning and basic literary and skills research, industry trends and innovations

#### Human Resource Management

- Staff management
  - recruitment, hiring, retention and succession planning
  - staff supervision and evaluation
  - ensure all staff are supported and offered appropriate training and development opportunities
  - ensure CAL meets all workplace health and safety requirements and provides a supportive and healthy environment for staff and clients
  - volunteer management, including recruitment, trainings, scheduling and oversight
  - operational policy development, communication and implementation

Organizational Management Responsibilities

- Ensure CAL meets all its not-for-profit and charitable status reporting requirements
- Ensure all legal and statutory requirements are met (i.e. annual tax filing, HST filing, renewal of operating name and business licensing, etc.)
- Meet insurance and WSIB requirements
- Ensure CAL website, social media sites and overall digital footprint is professional, up-to-date and effectively communicates/markets the organization, its mission and its programs
- Information management
  - Ensure organization meets all FIPPA requirements (confidentiality, record control, record retention and disposal, etc.)
  - Ensure organization's digital information is secure (maintain password security, electronic protocols and device maintenance, etc.)
  - Ensure administrative files are organized, maintained, secure and accessible

Provide Executive support to the Board of Directors

- Act as secretariate for the Board and its committees
- Attend and support all Board meetings
- Ensure that Directors and Committee Members have sufficient supports and that all meetings, minutes, information, protocols, etc. meet their level of understanding
- Assist Board in the development of appropriate policies to protect the interests, safety, etc. of all stakeholders and the organization
- Attend professional development training, as appropriate or directed by the Board
- Maintain confidentiality in all matters