

Job Posting: Executive Director

Boys & Girls Club of Salisbury in partnership with the Boys & Girls Club of Petitcodiac

It is an exciting time as the Boys & Girls Clubs of Petitcodiac and Salisbury move forward to merge the two organizations. The Executive Director will be instrumental in leading and finalizing this process with the two sets of Board of Directors.

Reporting directly to the two Boards, the successful applicant will be responsible for providing leadership, human resource management, community relations, strategic direction, and policy implementation. This work will centre around the delivery of programs and services in accordance with the Boys & Girls Club's Vision, Mission & Core Values.

This position calls for creativity, vision, and the ability to forge partnerships through collaborative efforts. The Executive Director models and promotes excellence, accountability, quality, respect, transparency, and empathy throughout the Club.

Qualifications:

- A post-secondary degree or college diploma in a related field (or equivalent).
- 5 plus years of demonstrated leadership and management experience in the non-profit sector.
- Experience working with boards (advising, strategic direction, policy, etc.)
- Ability to set and achieve strategic objectives.
- Analytical financial and business management experience.
- Ability to create and manage budgets.
- Excellent communication and interpersonal skills
- Experience managing teams.
- Knowledge of appropriate regulations and legislation including, but not limited to: Child Care Facilities Act, Occupational Health & Safety, Human Rights Legislation, Employment Standards, and Workers Compensation Act
- Working knowledge of Microsoft Office, Salesforce, and Sage 50 Accounting
- Experience in unification of organizations an asset
- Clean vulnerable child sector checks required.

Responsibilities:

- Overall management and operations of both Clubs
- HR management and organizational structure design
- Fundraising and the development of other resources to support operations.
- Strategic planning, facility management, marketing, and communications
- Building partnerships with other stakeholders in children/youth services for the betterment of the community, including Boys and Girls Clubs of Canada

Work Details

- Executive Director usually works in an office/club environment, but the mission of the organization may sometimes take them to non-standard workplaces, so flexibility is required.
- Executive Director works 40 hours/week, but additionally will sometimes work evenings & weekends to accommodate activities such as Board meetings and representing the organization at public events.

- Ability to travel between locations required so the Executive Director must possess a valid driver's license with reliable transportation.

How to Apply

Interested applicants should submit a cover letter, resume, and salary expectations to salbg@rogers.com no later than 5:00 p.m. on Friday, February 19, 2021.

Only those selected for an interview will be contacted.