



NELSON & DISTRICT WOMEN'S CENTRE

A PLACE FOR ALL WOMEN

420 Mill Street,
Nelson, BC, Canada V1L 4R9
250-352-9916

info@nelsonwomenscentre.com
www.nelsonwomenscentre.com

Job Description: Executive Director

Responsibilities:

Organizational Management and Development (35% hours)

- Analyze and evaluate the effectiveness of all organization operations
- Develop and maintain organizational structure
- Ensure creation of annual strategic plan and monitor the execution of this plan
- Assist in the development, implementation, monitoring and evaluation of all programs, services, and activities approved under a strategic planning process
- Develop with the Board of Directors policies to assure proper governance of the organization including legal and financial commitments
- Assist in planning of Annual General Meeting
- Develop Annual Report
- Oversee the efficient and effective day-to-day operation of the organization

Financial Planning and Fund Development (30% hours)

- Oversee the planning and execution of grant applications
- Create and nourish relationships with funding and potential funding organizations
- Maintain full awareness and ensure accuracy of the complete financial, statistical, and accounting records of the organization
- Ensure creation of annual budget and ensure operating expenses are within budget
- Establish and maintaining project budgets
- Expand and maintain monthly giving program and community donations

Admin (10% of hours)

- Ensure compliance to minimum standards in accordance with all government legislation, regulations and guidelines pertinent to the organization's role as an employer and non-profit agency
- Develop, maintain, and update job descriptions pertinent to the organization
- Submit all information, reports and records as requested or required by law to appropriate government officials
- Ensure effective acknowledgement and recognition of donors

Staff and Board Development (10% of hours)

- Involvement in the hiring process for other staff
- Foster effective team work between the board and staff
- Determine staff training and/or equipment needs of staff and board
- Create and ensure running of systems for staff vacations, health coverage, banked hours, etc.

Community Relations (15% of hours)



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- Represent Nelson & District Women's Centre to local government, regulatory bodies, other organizations, donors, funders, supporters, general public, and the media
- Develop and implement communications strategy including promotional materials, electronic and print-based newsletters, website, and social media
- Participant in local networks (other non-profits, social services, women's organizations, etc)

Job Requirements:

- Computer literacy
- Self-identified female
- Minimum 3 years non-profit management experience or equivalent