



POSITION: Executive Director

REPORTS TO: Board of Directors

SUPERVISES: All Staff

Purpose of Position:

Under the strategic direction of the Board of Directors of the Animal Welfare Agency of South Central Ontario, the Executive Director is responsible for leading and managing community engagement as well as the overall operations of AWASCO, including developing, implementing and directing the provision of a broad range of animal welfare programs and services consistent with the strategic direction as approved by the Board.

Responsibilities:

EXTERNAL RELATIONS

Ensure the full engagement of AWASCO in the Kitchener-Waterloo and Stratford-Perth communities, and in the animal welfare movement in Ontario by:

- Engaging personally and engaging staff in the development of professional relationships with municipal government representatives, community leaders, donors, potential donors and supporters, past Board members and members in both Kitchener-Waterloo and Stratford-Perth. Ensuring that donors, members and other supporters are kept informed of AWASCO activities through a range of communications strategies.
- Developing and maintaining partnerships and relationships that are of mutual benefit to AWASCO and the partner organization.
- Maintaining strong and harmonious connections to colleagues in associate organizations such as the OSPCA, the CFHS, other humane societies and animal welfare groups.
- Acting as spokesperson for AWASCO (or delegating to the appropriate staff member) in all matters concerning AWASCO.
- Developing plans to market AWASCO, its work and its key animal welfare messages.
- Communicating regularly and proactively with media to assure that AWASCO interests and views on animal welfare and related issues are well represented.

INTERNAL MANAGEMENT

Plan and implement a broad range of management and administrative initiatives, for the effective operation of AWASCO and to meet Board strategic goals and objectives by:

- Managing the effective use of staff, volunteer, financial, systems and physical resources to support AWASCO's long-range goals and operational objectives, In particular, ensuring that resources are deployed to adequately support both the Kitchener-Waterloo Humane Society and the Stratford-Perth Humane Society.
- Recruiting and providing direction and supervision to the management team in providing programming and services.
- Managing the implementation and evaluation of programs and other initiatives to foster the efficiency and effectiveness of AWASCO.
- Managing the funds and budgets to ensure probity and auditability of revenue and expenditure accounts.
- Ensuring scheduled financial reporting to the Treasurer and to the Board to ensure that financial accounting is current, transparent, and within generally accepted accounting principles.
- Ensuring that budgets are prepared and approved by the Board prior to the commencement of the fiscal period to which they pertain.
- Cooperating with the appointed auditor to facilitate an annual audit of AWASCO accounts in accordance with generally accepted accounting principles.
- Ensuring optimum working conditions and terms of employment consistent with available resources and legal obligations of AWASCO as employer.
- Ensuring staff receive training to contribute to their work effectiveness and, where resources permit, their personal development for career opportunities.
- Maintaining appropriate human resources policies and procedures to support good employer/employee relations.
- Ensuring a safe and equitable work environment consistent with appropriate workplace legislation and best practices.
- Directing the development and implementation of fundraising and development initiatives within the goals and objectives specified by the Board.
- Ensuring the orderly and secure management of databases and systems for members, donors and volunteers.

GOVERNANCE SUPPORT

Operationalize the strategic direction of the Board of Directors by:

- Implementing Board initiatives.
- Supporting Board and Board Committee meetings as required for the orderly conduct of Board business.
- Providing the Board with the information and advice it requires to fulfill its responsibilities; including, at every Board meeting, a report summarizing activities and issues that require the Board's attention and a financial report.

- Receiving direction from the Board at Board meetings, or between meetings exclusively from the President and/or the Executive Committee in implementing decisions for the strategic direction of AWASCO.
- Ensuring that Board Committees are supported by AWASCO staff as required to ensure smooth transition from Board initiatives to implementation.
- Maintaining effective records of minutes, decisions, policies, procedures, precedents and agreements in the form of a current and reliable compendium for reference purposes and to preserve continuity in the governance of AWASCO.
- Ensuring confidentiality of Board and other documentation as required by law or the best interests of AWASCO or stated policy.
- Promoting an understanding of the role and importance of the Board, staff and volunteers among these groups.

Education:

- A relevant university degree or experience commensurate with such a level of education.

Experience:

- A minimum of four year's recent experience with demonstrated effectiveness in managing an organization and staff, preferably in the charitable or not-for-profit sector.
- Effectiveness in working under the direction of a volunteer Board of Directors.
- Experience in working effectively with the media.
- Experience in working with government officials, preferably at the municipal level.

Other Qualifications:

Demonstrated ability to:

- create, inspire and convey vision;
- think strategically, plan and implement strategic objectives;
- build and effectively use networks through excellent interpersonal skills;
- manage and motivate managers, staff, volunteers and supporters;
- communicate well both in writing and in speech;
- give presentations to a wide variety of audiences;
- use technology well;
- function effectively under stressful and ambiguous circumstances; plan and implement programs; budget and manage systems; resolve conflict and accept direction.

Working Conditions:

- Employment is conditional upon the ability to work around all species of animals safely.
- Employment is conditional upon availability to perform work in the evening and weekends as required.
- Must hold valid Ontario driver's license and be able travel within and outside Kitchener-Waterloo and Stratford-Perth area.