



Executive Director Job Description

Job Title: EXECUTIVE DIRECTOR

Job Summary: This position is responsible for the successful leadership and management of Communities Embracing Restorative Action (CERA) Society, its programs, services and initiatives. The Executive Director works with staff to coordinate the implementation of the strategic direction set by the Board of Directors.

Reports to: The Board of Directors, through the Chair.

- Key Responsibilities:**
1. Plans, organizes, directs and reports on the provision of services for existing and new programs and/or projects. This includes annual budget preparation, maintaining relationships with funding sources, preparing funding proposals and financial development necessary for the fulfillment of Society goals in conjunction with and approval by the Financial Development Committee.
 2. Determines and develops program resource/budgetary, operational and organizational requirements for all existing and new programs. Develops comprehensive action plans and strategies that achieve requirements.
 3. Collaborates with the Board in the development of long-range strategic plans to grow the organization and meet identified community needs. Implements objectives, assesses and acts on opportunities and problems that arise.
 4. Develops and establishes standards with accountability mechanisms for assigned responsibilities in accordance with policies and goals established and approved by the Board of Directors. Provides timely recommendations for actions to the Board on significant programs and/or services to the Board.
 5. Ensures effective program/service delivery is consistent with CERA mandate, policies, legal and budgetary requirements. Makes recommendations for new programs and/or services to the Board.
 6. Manages all aspects of paid and voluntary human resource requirements to meet Society goals, policies, program objectives and service standards.
 7. Monitors service delivery of staff and volunteers for structure, consistency and quality supervision. Discusses problem situations and remedies with staff and may participate directly in the provision of services to resolve difficult or sensitive issues.
 8. Communicates with key society partners, relevant committees and communities served to build and maintain effective relationships that enhance program delivery, visibility and growth of the organization. Develops and executes a strategic public relations plan that includes, but is not limited to, relevant meetings, presentations and events as a representative of CERA to promote the Society.
 9. Ensures accurate records are maintained with confidentiality as a priority. Prepares and presents statistic summaries, monthly and annual reports. Gathers and articulates to the Board current developments and future trends in the field of justice and the specific area of restorative justice.
 10. Performs other related duties as required.



Qualifications:

Education, Training and Experience:

A degree or diploma, or the equivalent in experience and education in a relevant field such as criminology, human services, social sciences or business administration in addition to an experienced understanding of the principles and practices of restorative justice is required for this position. Courses in human resources and communication are an asset. Previous experience as an executive director of a not-for-profit organization is necessary.

Job Skills and Abilities:

- i. excellent oral, written, presentation and interpersonal communications skills
- ii. demonstrated teamwork, leadership and supervisory skills
- iii. well developed planning, organizing, directing and administrative skills
- iv. knowledge of theory, principles and practices of the field of restorative justice

Additional Information:

The ability to function independently and interdependently, frequently under pressure, while managing multiple concurrent projects and deadlines including participating in, resolving and effectively managing stressful situations is an ongoing expectation. Participation at meetings, conferences and other events may involve long work days, and/or evening/weekend work. Must possess a valid BC driver's license.