

EXECUTIVE DIRECTOR
STRATHCONA PLACE 55+ SOCIETY
10831 University Avenue
Edmonton, AB

Are you passionate about all aspects of healthy aging? Are you a vibrant and dynamic leader with financial, policy governance, and relationship building skills?

The Strathcona Place Society Board of Directors is seeking an **Executive Director** to work with them to enhance their wide variety of programs, activities and services to seniors in Edmonton; and also to present the Society's perspective to government organizations and other funding agencies.

To further its objectives, the Board is seeking a motivated, committed individual to foster partnerships and positive public relations for the organization.

Responsibilities

Effective Leadership: Manage staff in accordance with Alberta labour laws, oversee day to day operations of the organization, and ensure appropriate policies are created, and maintained.

Governance: Advise the Board and execute Board goals, abide by governance policies, prepare reports for the Board, and support Board committees.

Financial Acumen: Create budgets, oversee association finances, grant writing, and fund development.

Relationship Building: Build positive relationships with the Board, members, staff, the community, stakeholders, and government.

Advocacy: Promote our cultural, fitness, educational and arts programs as well as the Seniors Outreach Program.

Facilities Management: Oversee the maintenance and safety of the facility. Work with the Board on the planning and execution of a major facility revitalization.

Strategic Planning: Facilitate the development of the organizational strategic plan.

Qualifications and Experience

- Post-secondary education in a relevant discipline with a minimum of five years' work experience. Degree preferred.

- Demonstrated ability to work effectively in a demanding and complex work setting
- Proven talent to foster a welcoming and participative environment
- Professional experience managing staff
- Demonstrated organizational leadership
- Experience executing strategy and realizing organizational goals
- Strong computer and internet proficiency
- Proven success in organizing programs and customer service
- Experience in the not-for-profit industry is an asset
- Familiarity with various Board governance models
- Strong financial literacy skills

Additional Characteristics

- excellent oral and written communication skills
- critical and strategic thinking, logical analysis, and problem solving skills
- strong leadership, interpersonal skills, and initiative
- the ability to multi-task, and work in a political environment
- commitment to learning, transparency, and accountability
- high ethical standards and integrity

Contact Information

Interested applicants are invited to submit a cover letter with salary expectations and current resume to www.indeed.ca. No phone calls please.

Posting closes at 4:00 pm on March 23, 2018.

Industry

Nonprofit Organization Management

Employment Type

Full-time