

Edmonton Neighbourhood Watch Program Society

Executive Director Job Description

Position Summary

The Executive Director is primarily responsible to carry out the strategic plans and policies as established by the Board of Directors. The Board of Directors set the direction and the Executive Director oversees the operations of the organization.

Job Type

- Full time contract position for one year commencing approximately March 15, 2010.
- Option to extend the position at the discretion of the Board of Directors.

Reporting Structure

The Executive Director reports to the Board of Directors.

Qualifications

- Related Bachelors Degree (e.g. Business Administration in not-for-profit management, community social work, social geography) or equivalent experience
- Experience in managing a community based agency, preferable including volunteers
- Strong skills with Microsoft Office suite of applications
- Experience in initiating, planning, implementing and evaluating programs and services in a not-for-profit environment
- Must pass a Special Enhanced Police Information Check conducted by the Edmonton Police Service

Primary Objectives

Implement board policy and decisions

- Act as a resource to Board of Directors so that policy decisions are made on an informed basis
- Gather, interpret and articulate information to Board about community trends and resources as they relate to enhancing the Board's capacity for effective communication, decision-making and long-term planning
- Keep Board informed (on a timely basis) of significant issues affecting the development and delivery of programs and services
- Oversee development and implementation of orientation for in-coming Board Members
- Provide guidance and advice to Board on process issues such as establishing and interpreting terms of reference, decision-making and accountability
- Attend and participate in meetings, assisting with materials and recording notes/minutes for distribution when necessary

Monitor and oversee financial management of programs and projects

- Ensure development of project budgets, and present to the Board for evaluation and modification as required
- Strategic/Business Plan development, updating and monitoring

- Identify, prioritize and provide advice and counsel to aid Board in accessing potential fund-raising alternatives
- Oversee fundraising planning and implementation, identify resource requirements, funding sources, establish strategies to approach funders, submit proposals and administer fundraising records and documentation
- Maintain relationships with funding sources and prepare funding proposals
- Organize Casino application and volunteers

Develop, plan and deliver programs and services

- Monitor community needs on an ongoing basis, be aware of changing context within which programs and services are provided
- Analyze crime statistics regularly to be proactive in preventing crime
- Develop programs and services consistent with community needs
- Monitor programs and services to ensure consistency with criteria established by funding sources and the mission and goals of the organization
- Annually prepare and provide to the Board, and other applicable bodies, summary reports of programs and services, including recommendations for future improvement and change
- Regularly obtain statistical and qualitative feedback about program and service delivery
- Assist Communities in developing strategies and implementing crime prevention programs
- Ensure Neighbourhood Watch web site is properly maintained and updated

Establish, maintain and advance community relations

- Initiate and develop relationships with a broad range of community sectors including: city communities, all levels of government, other non-profit organizations and business organizations
- Undertake activities within the Community that enhance the visibility of the organization
- Represent the organization on appropriate committees, network and joint projects
- Develop and provide information about the organization's goals, programs and services

Performance Criteria

- Development of strong working relationships with all relevant organizations:
 - Edmonton Police Service
 - Neighbourhood Watch Board, supporting directors, Program Director
 - Partnerships
 - Government representatives
 - Other organizations and funding agencies
- Enhancement of the organization's image
- Successfully carrying out the prime functions of the job description
- Development of a plan for future funding of the Executive Director position

Essential Functions

- **Communication** – with the Board, volunteers, membership, community at large, and the media

- **Authority** – to initiate meetings and events, represent Edmonton Neighbourhood Watch
- **Proactivity** – anticipate and recognize opportunities, act to capitalize on opportunities, inform media and record actions on Neighbourhood Watch web site
- **Flexibility and adaptability** – build consensus among all parties; prepared to work evenings and weekends
- **Analytical thinking skills** – to revitalize the Program
- **Team Leader / Cheer Leader** – motivate volunteers, promote the Program

Duties

- Ensure quality of the programs and projects undertaken by Neighbourhood Watch
- Facilitate meetings
- Public speaking

Submit your resume and contract salary expectation (only email submissions accepted) by 4:00 pm February 17, 2010 to:

Program Director
 Edmonton Neighbourhood Watch Program Society
 email: watch@tera-byte.com
 phone: 780-421-3428

Only candidates selected for interviews will be contacted.

Proposed time line for filling this position:

February 17, 2010	final date for acceptance of applications
February 18, 2010	review committee will select candidates for interviews
February 19, 2010	short-listed candidates will be notified
February 22 – 28, 2010	interviews with candidates (evenings and weekends only)
March 1, 2010	selection of successful candidate
March 15, 2010	commencement of contract term (or as soon as possible thereafter)