



JOB OPPORTUNITY

Raising the Roof, a national charity dedicated to preventing homelessness in Canada, is looking for an experienced Executive Director to lead the organization throughout its continued development. Please find a complete job description below. If you believe you possess the necessary qualifications to take on this important challenge, please submit your cover letter and resume to olevy@raisingtheroof.org. Only candidates receiving an interview will be contacted.

Job Description

Title: Executive Director, Raising the Roof

Appointment: This is a full-time permanent position

Starting Date: ASAP

Application Deadline: March 1, 2019

Remuneration: A competitive package will be offered commensurate with the successful candidate's experience and qualifications.

Overall Accountability

The Executive Director (ED) is accountable for developing and executing the Mission, Vision and Values of Raising the Roof (RtR). The ED provides strategic and tactical management for staff, all RtR programs and strategic partnerships.

Reporting to the Board of Directors, the ED is responsible for the collective attainment of overall goals, including financial targets. Quarterly updates on funding, operating expenses and achievement of stated yearly strategies and goals as approved by the Board are required.

Leadership

- Engage with the Board of Directors in developing a vision and strategic plan to guide the organization
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization
- Act as a professional advisor to the Board of Directors on all aspects of the organization's activities
- Foster effective teamwork between the Board and the Executive Director and between the



Executive Director and staff

- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate
- Represent the organization at community activities to enhance the organization's community profile and develop partnerships with other non-profit organizations

Operational Planning and Management

- Develop an operational plan which incorporates goals and objectives that work to achieve the strategic direction of RtR
- Ensure that the operation of the organization meets the expectations of its donors, partners, Board and staff
- Oversee the efficient and effective day-to-day operation of the organization
- Draft policies for the approval of the Board and prepare procedures to implement organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate
- Ensure that staff, partner, donor and volunteer files are securely stored and privacy/confidentiality is maintained
- Provide support to the Board by preparing meeting agenda and supporting materials

Program Planning and Management

- Oversee the planning, implementation and evaluation of the organization's programs and services
- Ensure that the programs and initiatives led by RtR contribute to the organization's mission and reflect the priorities of the Board
- Monitor the implementation of programs led by the organization to maintain or improve quality
- Oversee the planning, implementation, execution and evaluation of special projects

Human Resources Planning and Management

- Determine staffing requirements for organizational management and program delivery and set performance standards
- Oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- Recruit, interview and select staff that have the right technical and personal abilities to help further the organization's mission
- Ensure that all staff receive an orientation to the organization and that appropriate training is provided
- Provide direct supervision to the management team and staff
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
- Coach and mentor staff as appropriate to improve performance
- Provide professional guidance to the management team in the resolution of concerns and problems
- Provide a positive and fair learning environment within the organization
- Discipline staff when necessary using appropriate techniques; release staff when necessary



- using appropriate and legally defensible procedures
- Ensure confidential employee files are maintained with up-to-date information including address, health card number, allergies, qualifications, hours worked, sick and vacation time entitlements, emergency contacts, performance evaluations and disciplinary correspondence
- Conduct probationary and annual job performance evaluations of senior staff and ensure that all other staff are evaluated by their immediate supervisor

Financial Planning and Management

- Work with staff and the Board (Finance Committee) to prepare a comprehensive annual budget
- Work with the Board to prepare a comprehensive fundraising strategy in order to secure adequate funding for the operation of the organization and its programs
- Research funding sources, oversee the development of fundraising plans and write funding proposals to increase the revenue of the organization
- Identify opportunities for partnerships, innovative approaches to problem solving and alternative sources of funding
- Participate in fundraising activities as appropriate
- Approve expenditures within the authority delegated by the Board
- Ensure that sound bookkeeping and accounting procedures are followed
- Monitor the financial stability and viability of the organization and identify any variances/issues to the Board of Directors on a monthly basis.
- Administer the funds of the organization according to the approved budget and monitor the monthly cash-flow of the organization
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization
- Ensure that the organization complies with all legislation covering taxation and withholding payments
- Ensure that services, supplies and equipment that are purchased are within budget guidelines.

Community Relations/Advocacy

- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the communities served by the organization
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization
- Establish and implement a strong government relations strategy (at all levels of government)
- Represent the organization in meetings with government, community partner organizations, provincial associations, etc., as may be required from time to time during standard and outside business hours.
- Act as an effective primary spokesperson for RtR
- Participate in community collaborative initiatives, inter-agency planning and coordination activities designed to improve outcomes for those experiencing homelessness.

Risk Management

- Identify and evaluate risks to the organization's people (partners, staff, management, volunteers), property, finances, goodwill, and image and implement policies, procedures and standards to control risks
- Ensure that the Board of Directors and the organization carry appropriate and adequate



insurance coverage

- Ensure that the Board and staff understand the terms, conditions and limitations of insurance coverage
- Inform the Board of Directors of potential situations that could potentially create liabilities for the organization

Information Management

- Ensure that the various information service components (hardware, software and people) work cohesively towards the achievement of the information needs of the organization
- Monitor the quality and overall accuracy of information systems

Communications

- Provide leadership and initiative in developing and maintaining positive relationships with appropriate groups, community organizations and government bodies.
- Ensure regular communications with staff.
- Communicate and consult with the stakeholders of the organization (i.e. donors, partner organizations) as required.
- Communicate with the media, as required, on operational activities and/or issues.

Qualifications & Education

- Post graduate university degree (s) in a related field

Experience

- 7+ years of progressive management experience in a non-profit sector organization (including 3+ years at the Director level)

Knowledge, Skills and Abilities

- Knowledge and proven abilities in leadership and management principles as they relate to non-profit/ charitable organizations
- Knowledge and proven abilities relating to all federal and provincial legislation applicable to non-profit sector organizations including: employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage, etc.
- Knowledge of current community challenges and opportunities relating to the mission of the organization
- Knowledge of Ontario human resources management legislation and practices
- Experience managing staff teams comprised of diverse skill sets, experience and qualifications
- Proven leadership and managerial skills in a non-profit setting
- Experienced public speaker in a variety of settings (Donor meetings, conference presentations and community events)
- Identifies and seizes opportunities
- Demonstrated 'big picture thinking' skills
- Demonstrated critical problem-solving skills
- Knowledge and proven abilities in financial management of a budget \$1 million or higher
- Knowledge in and proven track record regarding program development, implementation,



- oversight and evaluation
- Knowledge of the Collective Impact Framework
- Experience working collaboratively on Collective Impact initiatives with diverse/cross- sectoral stakeholders an asset
- Knowledge and proven ability in project management
- Proficiency in the use of computers for:
 - Microsoft Office
 - Financial management
 - Donor Databases
 - E-mail (Outlook)
 - Web Browsing

Values

The Executive Director should demonstrate competency in the following:

- Adaptability: Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency
- Behave Ethically: Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization
- Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities
- Foster Teamwork: Manage and work cooperatively and effectively with staff and partners to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- Lead: Positively influence others to achieve results that are in the best interest of the organization
- Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem
- Think Strategically: Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization

Working Conditions

- The ED works a standard work week, but additionally will be expected to work evenings, weekends, and overtime hours as is necessary to accommodate activities such as Board meetings and representing the organization at public events
- ED will be required to travel regularly in fulfillment of her or his functions

