

Metropolitan Kiwanis Courts – Job Description

TITLE	EXECUTIVE DIRECTOR
Reports To	MKC BOARD OF DIRECTORS

Job Purpose

The Executive Director will be responsible for the overall management and success of the organization, ensuring that it achieves its mission, and meets its financial and operational objectives. The Executive Director monitors Metropolitan Kiwanis Courts strategic vision, and day to day operations through informed management criteria. The Executive Director oversees the effectiveness of programs and employees and engages with the Board of Directors.

The Executive Director will use strategic thinking, creativity, and excellent communication skills to ensure everyone is meeting organizational goals. The Executive Director will hold a passion for the organization's mission and a commitment to providing excellent housing services to the older adults served by Metropolitan Kiwanis Courts.

Core Competencies

- Visionary leadership rooted in strategic planning
- Proven ability to implement plans and strategies
- Rises to challenges and accepts responsibilities
- Ability to multitask and meet multiple deadlines among competing priorities
- Excellent interpersonal and communication skills
- Work excellently with a team and understands group dynamics
- Ability to build and maintain relationships with stakeholders, partners and community resources
- Engages in professional development related to the psycho-social needs of older adults and residential housing
- Positive attitude

Duties and Responsibilities

Management of the Corporation:

- Attend meetings of the Board of Directors and act as Secretary
- Report to the Board of Directors monthly
- Ensure the board is meeting the principles outlined in the Letters of Incorporation and Bylaws
- Engage with the board in recruiting new board members
- Protect the interests of the corporation by complying with legislation and risk management strategies not limited to insurance, remittances and licences
- Engage with the board in researching industry trends, developing strategic plans and following through to implement plans
- Develop relationships with stakeholders and service providers
- Represent the corporation in public setting
- Other duties as assigned

Financial Management:

- Ensure fiscal responsibility by preparing annual budgets, paying invoices in a timely manner, monitoring expenditures, preparing for annual audits and ensuring compliance to accounting standards
- Ensure that the organization is insured for all relevant risks
- Secure prior approval for expenditures not outlined in the preapproved budget or exceeding the authorized expenditure limit set by Board policy
- Liaise with financial institutions on behalf of the Board to manage investment of reserve funds
- Seek funding sources for new and recurring projects as appropriate and prepare required follow-up reports
- Engage in fund development activities to meet goals approved by the Board

Staffing:

- Hire, train, supervise and evaluate staff annually
- Ensure that the organization complies with provincial human resource legislation and standards
- Build a senior management team
- Review pay scales and job descriptions annually
- Foster a team relationship amongst all staff
- Lead the organization in its relationship with volunteers

Tenant Relationships:

- Oversee the process of tenant applications, leasing and unit inspections with the objective of full occupancy
- Create a welcoming, safe living environment and atmosphere for all residents
- Plan and implement resident services that the organization will offer
- Act as a resource to tenants and their substitute decisions makers
- Engage in resident feedback processes on a scheduled basis
- Be knowledgeable about and enforce applicable Acts, rules and regulations regarding residential tenancy

Physical Plant:

- Ensure that the building provides a safe and secure living environment for residents
- Ensure that building maintenance is carried out on a day-to-day basis and through scheduled inspections and practices
- Document and map building lifecycle trends and tasks
- Engage in capital planning that focuses on building renewal
- Provide up to date building component status reports
- Engage in renewal of the physical structure

Qualifications

- A bachelor's degree or higher in business administration or relevant field
- Education, knowledge and experience in the field of gerontology and services that enable older adults to age in place
- 7 - 10 years of experience in senior management or executive leadership roles
- Proven track record of developing and implementing successful strategies and programs
- Strong financial management skills and experience in budget development and resource allocation
- Knowledge of the legislation, standards, trends and best practices in the housing industry
- In-depth knowledge of customer service and human resource management
- Working knowledge of data analysis and performance or operation metrics

Working Conditions

- Hours outside of typical working schedule may be required
- Some travel may be required
- Extended periods of sitting or using computer screens