



Position Title: Executive Director

Position Summary:

The Executive Director (ED) reports to and is accountable to the Board of Directors (Board) of the John Howard Society of Hamilton, Burlington & Area (JHSH). In accordance with policies established by the Board, the ED is responsible for the day-to-day operations of JHSH and for providing successful leadership to and management of the organization, in keeping with the vision, mission, operating principles and strategic directions established and approved by the Board.

The ED is authorized to establish all operational policies and procedures, make all decisions, and take all necessary actions required to carry out their key duties and responsibilities and to implement the Strategic Plan in a manner that reflects the values and overall objectives of JHSH through anti-oppression and anti-racism lens.

The ED is also responsible for the development and monitoring of the annual Board approved budget and to keep the Board informed of the financial position of and any financial risks to JHSH in a regular and timely manner.

The ED must also understand and respond to the emerging diverse needs with the communities JHSH serves as well as personify a genuine dedication to JHSH's values and mission.

Reports to:

Board of Directors of the John Howard Society of Hamilton, Burlington & Area

Direct Reports:

Management Staff

Relationships:

- JHSH Board and related Board Committees
- JHSH staff and volunteers
- Relevant Municipal, Provincial and Federal Ministries and government agencies including but not limited to current funders
- Other funding sources including but not limited to foundations and donors
- Local media agencies including social media, print, television, radio
- Relevant community social and criminal justice organizations and service providers
- Insurers
- Relevant professional associations
- Community at large
- John Howard Society of Ontario Executive Director and staff team members

- Executive Directors from the local John Howard Society Offices throughout Ontario

KEY RESPONSIBILITIES

Board of Directors and Corporate Responsibilities:

1. Work effectively with the Board, supporting it in fulfilling its governance and oversight responsibilities.
2. Support the development and achievement of the vision and key goals of the Board, through the development of a Strategic Plan or Vision and detailed Operational Plan.
3. Responsibility for the implementation of the JHSH Strategic Plan.
4. Preparation for and participation in all meetings of the Board, assuming Board Secretary responsibilities, as required.
5. Preparation for and participation in all Committees of the Board, as required.
6. Provide regular and timely reports to the Board on all operational matters of JHSH including but not limited to programs and services, human resources, finances and serious incidents.
7. Maintain the corporate and charitable status of the JHSH.

Leadership:

1. Lead JHSH's senior leadership team in the spirit of consultation, collaboration and open respectful communication and through a lens of anti-oppression and anti-racism.
2. Establish a positive, healthy, inclusive, diverse and safe work environment in accordance with all relevant legislation, internal policies and best-practices, reflecting a servant leadership style.
3. Ensure effective delivery of programs and services to the community which reflect the mission and priorities of the Board as well as best practices.
4. Ensure that the operations of JHSH meets the expectations of the Board, funders, and clients in accordance with the policies of JHSH.
5. Communicate with the public, media, community stakeholders, clientele and organizational networks to keep them informed of the work, purposes and positions of JHSH and to identify the benefits of JHSH's services.

Financial

1. Ensure sound and ethical financial management practices, strong internal financial controls, consistent and accurate financial reporting and the administration of JHSH funds in accordance with the Board approved annual budget.
2. Ensure financial accountability and transparency, viability and growth through effective financial systems and controls.
3. Develop an annual budget that is aligned with strategic and operational priorities for Board approval in a timely manner.
4. Provide regular and timely reports to the Board including but not limited to budget status reports, balance sheet, and variance reports.
5. Develop budgets for new services in keeping with the goals of the Board.
6. Effectively manage and protect JHSH assets and finances.

7. Ensure that adequate liability and other insurances are in effect to protect the assets of the organization.

Human Resources

1. Utilize an anti-oppression and anti-racism framework to guide and inform effective Human Resource practices
2. Develop and support management teams that are responsible for the development, direction and management of programs and services within the region.
3. Maintain visible presence in each JHSH sub-office.
4. Ensure the fair and equitable treatment of staff.
5. Develop and communicate all policies and procedures to staff.
6. Recruit, orient, lead, mentor, motivate, and evaluate staff.
7. Carry out the termination of staff, if necessary, in a manner consistent with personnel policies and best practices, considering legal advice.
8. Facilitate the provision of all relevant and legislated training including but not limited to Ontario Health and Safety Act, Accessibility for Ontarians with Disabilities Act, wellness and safety training, equity, diversity and inclusion, team building and professional development for staff.
9. Ensure compliance with all workplace legislation and regulations.
10. Facilitate the resolution for workplace conflicts.
11. Maintain current knowledge of relevant Government legislation and policies.

Community Relations and Stakeholder Engagement

1. Work collaboratively with community partners to understand and build on opportunities within the region, keeping informed of funding shifts and opportunities within all levels of government.
2. Represent JHSH in a positive manner in the community, at public functions, conferences, boards and committees, as required.
3. Strategically build a competitive advantage in the community.
4. Effectively deliver or facilitate delivery of Public Education in the JHSH region.
5. Actively participate in external Government and other relevant community committees.
6. Promote a transparent and professional image for JHSH within the community and within the province.
7. Engage effectively with local media, as appropriate.

Service Development and Delivery

1. Identify desirable new services and funding sources.
2. Develop proposals for new services in keeping with the goals of the Board.
3. Negotiate contracts for new and ongoing services.
4. Implement new service programs.
5. Maintain direct service activity.
6. Ensure that existing and new programs operate in such a manner that the objectives of the programs are met efficiently and effectively and are responsive to the changing and emerging needs of JHSH's diverse communities.

John Howard Society of Ontario

1. Maintain liaison with John Howard Society of Ontario and provide copies of minutes, financial statements, reports and documents, as required.
2. Promote capacity building among John Howard Societies in Ontario.
3. Promote, reinforce and build the John Howard Society brand in keeping with the JHSH mission, vision and values.
4. Facilitate positive and collaborative working relationships with the JHS Local Offices across Ontario.
5. Actively participate in the Ontario Executive Directors' Committee meetings and initiatives.

General

1. Other duties as assigned from time-to-time by the Board of Directors.

Formal Education:

- Graduate degree, minimum Master level in a related field, preferably Social Sciences; Social Work, Sociology or Criminal Justice

Knowledge, Skills and Abilities Required:

- Demonstrated ability to work effectively with and provide support to a Board of Directors.
- Proven leadership, administration and management skills reflecting a servant leadership style.
- Equity and anti-oppressive leadership competencies.
- Strategic Planning literacy including analytical skills necessary to evaluate the success of JHSH in reaching its goals.
- Comprehensive knowledge of budget development, monitoring and reporting processes including the ability to analyze, interpret and present financial reports.
- Highly effective interpersonal and relationship building skills.
- Demonstrated high level of knowledge and skills in human resource management and best practices.
- Superior proactive problem-solving, negotiating and facilitation skills.
- Sound and thorough knowledge of all relevant Federal and Provincial legislation, regulations and standards relating to Human Resources and management in the charitable sector.
- Ability to develop successful and effective program and funding proposals.
- Ability to develop and implement culturally specific programs.
- Extensive experience in community and neighborhood engagement within diverse communities.

Work Experience:

- A minimum of 5 years in a senior executive and leadership role in the not-for-profit or public sector, ideally with specific experience providing services in social and/or criminal justice fields.

Language Skills:

- Excellent communication skills, both written and verbal
- Fluency in the English language

- Ability to speak more than one (1) language is an asset

Working Conditions:

- Fast-paced office environment
- Travel throughout region with some Ontario-wide travel
- Frequent calls and emails
- Frequent meetings
- Some evening and weekend meetings and events

Salary Range:

\$98,000-\$108,000

Updates of Position Description:

November, 2021