



DASC Executive Director

Job Description

Under the direction of the Board of Directors of DASC – Dartmouth Adult Service Centre Association, the Executive Director is responsible for the overall administration of the facility, in accordance with its principles and philosophies, policies and procedures and established guidelines. The Executive Director provides leadership and direction in ensuring the provision of high-quality service, both in DASC’s operation as a human service agency and as a business.

The Executive Director acts as a resource to the Board of Directors while being responsible to ensure all aspects of the organization are operating effectively.

The Executive Director is ultimately responsible to the Board of Directors to ensure all aspects of organization meet objectives by effectively furthering the organizational vision.

A successful Executive Director will demonstrate competent performance in a number of inter-related areas for which they are responsible. These include:

- Strategic Thinking and Management
- Support to the Board of Directors
- Human Resource Management
- Financial Management
- Public Relations
- Fund Development

STRATEGIC THINKING AND MANAGEMENT EXPECTATIONS

The Executive Director acts as a resource to the Board of Directors in the development of ; and ongoing review of the strategic direction for the organization. The Executive Director ensures the organization incorporates the Strategic Plan into its day to day operation by working directly with the Management Team.

A successful Executive Director demonstrates competency in this area by the following behaviors:

- Facilitates in conjunction with the Board the development of a strategic plan for the organization.
- Effectively communicates the strategic plan to staff and actively seeks feedback.
- Demonstrates incorporation of elements of the strategic plan into the day to day operation of DASC over an appropriate timeframe.
- Facilitates in conjunction with the Board the review and revision of the strategic plan for the organization.
- Sets goals for the organization through the development of an annual organizational business plan.
- Monitors developments at government, legal, institutional and academic levels in the field of “intellectual disabilities”.
- Develops a long-term vision/strategy for the organization in conjunction with the management team, by identifying and analyzing issues and trends impacting the organization and recommending strategies for future direction to Board.
- Participates in management team sub-committees to address specific issues related to organizational strategic planning as appropriate.
- Monitors and ensures performance of organization and programs to ensure operations are in keeping with strategic objectives.
- Assesses risks (institutional, human resource, financial, operational and relationship) to the organizations strategic objectives and develops strategies to mitigate risks.
- Develops and implements change management initiatives in response to emerging trends and policy changes

BOARD OF DIRECTORS EXPECTATIONS

Executive Director is the primary resource for the Board of Directors in determining the strategic direction of the organization and policies that further the organizational vision.

The Executive Director ensures the Board of Directors has the information and related resources to perform their duties.

Successful Executive Director demonstrate competency in this area by the following behaviors:

- Ensures Board of Directors and Committees of the Board have adequate resources (agendas, minutes, background information etc.) to fulfill mandates.
- Identifies key issues and provides appropriate supporting background information with well thought out recommendations for consideration by the Board
- Attends meetings of the Board of Directors as a non-voting member to ensure the Board understands implications and consequences of decisions relating to the organization.
- Participates in the recruitment and identification of new members of the Board of Directors.
- Ensures that the Board of Directors and the organization carries appropriate and adequate insurance coverage.
- Maintains and updates the Board Governance Manual as appropriate.

HUMAN RESOURCE MANAGEMENT EXPECTATIONS

Executive Director leads a management team committed to achieving the goals of the organization. The role of the management team is to develop the knowledge, skills and abilities of the staff in accordance with the strategic plan, and to lead and motivate staff to achieve individual and organizational goals.

The Executive Director has direct supervisory responsibility for members of the Management Team, and indirectly for all staff of the organization.

A successful Executive Director demonstrates competency in this area by the following behaviors:

- Develops program teams through participation in Human Resource functions (selection, recruitment, training, promotion etc.)
- Develops management team through a process of documenting and analyzing performance, identifying opportunities for growth, and providing opportunities to develop existing, and new skills, abilities and knowledge. Intervenes in an effective and timely way to resolve disputes that may arise within the Management Team.
- Promotes a collegial and team approach among supervisory staff (direct reports)
- Ensures appropriate development of all staff including succession planning by assisting Supervisors in formal staff appraisal processes.
- Assists the Board to develop a succession plan for the ED position
- Reviews and allocates human resources within the organization to meet the goals of the organization.
- Establishes positive union/management relationships and leads union/management consultation and negotiation processes.

FISCAL EXPECTATIONS

Executive Director is responsible for the prudent overall financial management of the organization. They ensure responsible fiscal management of DASC by ensuring programs participate in annual budgeting, ongoing monitoring and forecasting in comparison to approved budgets, and takes into consideration the financial implications of operational decisions made on a daily basis.

A successful Executive Director demonstrates competency in this area by the following behaviors:

- Develops and recommends a yearly budget forecast in order to plan for effective utilization of resources by analyzing past performance, anticipating future requirements and applying effective forecasting and budgeting principles on an organizational basis.
- Monitors adherence to budget on a monthly basis to identify areas of financial concern by completing monthly financial reports.
- Ensures adherence to budget projections by identifying and implementing actions to correct areas of concern related to expenditures on line items.
- Identifies opportunity for financial savings on an organizational basis and implements cost saving policies and procedures.
- Ensures that an appropriate financial analysis is undertaken when evaluating new or revised social enterprise activities and / or new or revised DASC program initiatives.
- Monitors organizational budgets, investments, fund raising and other financial objectives to ensure they meet targets and takes corrective action when necessary.
- Leads annual negotiations with the NS government (DCS) and with HRM concerning client financial cost recovery and municipal property tax relief.

PUBLIC RELATIONS EXPECTATIONS

The Executive Director represents DASC with the public and the community. They articulate the goals and successes of the organization and advocates for the inclusion of individuals with an intellectual disability through their work on interagency committees, membership on community service boards, with employers, client family members/advocates, media and participation in organizational and community events.

They advocate for individuals with an intellectual disability at the provincial and national level through active membership in related provincial and national associations.

A Successful Executive Director demonstrates competency in this area by the following behaviors:

- Advocates on behalf of individuals with an intellectual disability within the community as well on a provincial and national level to help ensure inclusion in all aspects of society.
- Promotes knowledge of the organization within the community to ensure individuals who may benefit from services have access to programs.
- Promotes the organization, its mandate and services etc. to potential funding bodies, in order to secure financial resources.
- Acts as the primary spokesperson for the organization in issues impacting on the organization.

FUND DEVELOPMENT EXPECTATIONS

The Executive Director leads fund development initiatives on behalf of DASC. Advocating for DASC's needs and upholding relationships with the provincial government is a significant component of the Executive Director role. Additionally, maintaining relationships with the federal and municipal government across all departments to secure additional funding for special projects either operational or capital.

DASC is looking to enhance its fund development, however at this current time, does not have an annual giving strategy.

A Successful Executive Director demonstrates competency in this area by the following behaviors:

- Oversees all fund development activities and revenue targets necessary to strategically maintain and grow the organization.
- Represents DASC and develops relationships with key internal and external stakeholders to the benefit of the organization's fund development initiatives and special projects. External stakeholders include all levels of government, foundations, corporate, service clubs, and individual donors.
- Writes proposals for provincial and federal governments and negotiates tax rebates with the Halifax Regional Municipality.
- Identifies and develops Social Enterprise opportunities for implementation at DASC.
- Works with the Board of Directors, when appropriate, to execute fund development activities and goals.
- Coordinates the planning and development and ensures adequate resources are available for special fund-raising events, when they occur.
- Ensures DASC upholds all responsibilities required to maintain charitable status with CRA.
- Promotes the organization to potential funding bodies through attending conferences and workshops and seeking membership in organizations.