



Looking Glass Foundation for Eating Disorders Executive Director

Job Description

Reporting to the Board of the Society, the Executive Director is responsible for the successful leadership and management of the Society according to its vision, mission and the strategic direction set by the Board of Directors.

Responsibilities:

In each of the following areas the Executive Director will:

Leadership:

- Work with the Board Chair to develop and maintain a strong dynamic and collaborative working relationship
- Provide outstanding leadership in the operations of the Society in accordance with the guidelines, policies and Strategic Plan established by the Board of Directors
- Act as the focal point for communication for the Society - respond to all written, verbal, and electronic communication as appropriate, drawing in board support where required
- Establish the Society as the leader in the field both locally and nationally
- Serve as a visible, compelling ambassador and a knowledgeable, passionate advocate for issues related to eating disorders both internally and in the broader community
- Balance learning about and valuing the Society's history and past successes with a vision and commitment to leading the Society into the future.
- Attend all Board meetings and report on key organizational and staff issues
- Be a standing, non-voting member of all standing Board Committees (as well as task forces or working groups formed from time to time)

Fundraising:

- Establish strong relationships with key donors, sponsors, government funders and foundation leaders best positioned to support the Society's fund development strategy; work with the Board to generate major gifts



- Research funding sources, oversee the development of fund raising plans and write funding proposals
- Provide leadership in developing and implementing major giving and planned giving strategies
- Establish and lead an effective fund raising strategy that meets both short and long term needs of the Society, with a focus to increase the overall fund of the Society
 - Collaborates with senior Society staff to develop and lead a comprehensive fundraising program

Operational Planning and Management:

- Collaborate with the Board to refine the Society's vision and strategic plan on an ongoing basis
 - Participate with the Board to develop and implement an operational plan which incorporates goals and objectives of the strategic plan
- Oversee all aspects pertaining to the efficient and effective operation of the Society
- Manage Society staff and contractors
- Oversee the planning, implementation and evaluation of the Society's programs, services and special projects; Ensure ongoing alignment with the Society's mission and priorities of the Board
 - Provide leadership and oversight to the General Manager of Woodstone Residence with respect to onsite programs, administration and operations to ensure efficient and effective service delivery
 - Ensure that program management processes are in place to address client needs / issues and foster positive client relationships
- Support the effective marketing and promotion of the Society and its programs
- Draft operational policies for the approval of the Board; review existing policies every three years and recommend changes as appropriate; Set priorities to ensure the Society is operating according to best practices
- Provide support to the Board in preparing meeting agenda and supporting materials
- Champion new initiatives that are reasonable, achievable, sustainable, and within budget

Communication and Community Relations / Advocacy



- Communicate with stakeholders to keep them informed of the work of the Society and identify changes in the community served by the Society
- Establish strong working relationships and collaborative partnerships with community groups, funders, donors, all levels of government, agencies working in the field and related organizations to help achieve the goals of the Society
 - Act as the Society's primary liaison with government and health authorities with respect to the Woodstone Residence and other programs

Human resources planning and management

- Manage all aspects of day to day Human Resources policy and procedures and ensure compliance with applicable employment laws and best practices
- Ensure appropriate staffing requirements are identified for organizational management and program delivery
- Lead the development of recruitment and retention strategies to ensure that the Society is competitively placed within the labour market, including strategies that reflect the value of a diverse workforce;
 - Ensure candidate interview and selection processes support the identification of staff that have the right technical and personal abilities to help further the Society's mission
 - Establish and maintain effective orientation and onboarding programs for newly hired staff
- Oversee the development and implementation job descriptions for all staff which reflect the culture of the Society
- Establish and support professional development and training initiatives to maximize staff's capacity and ensure engagement
- Implement a performance management process for all staff which includes on-going performance monitoring combined with an annual performance review
- Provide leadership, coaching and mentoring to the senior management team, including professional development objectives consistent with succession and career growth plans
- Oversee all aspects of performance management up to and including termination; Ensure applicable employment laws are followed in every process and documentation is maintained



- Ensure the Society's Health and Safety Policy is in effect and in compliance with WorksafeBC

Financial planning and management

- Manage capital and operating budgets to ensure that revenue and expense targets are achieved, with the highest level of service quality maintained and program growth supported
- Collaborate with staff and the Board (Finance Committee) to prepare a comprehensive annual budget for Board approval
- Ensure that the bookkeeping and accounting procedures of the Society are followed and compliance with all legislation covering taxation and withholding payments is maintained
- Administer the funds of the Society according to the approved budget and monitor the monthly cash flow of the Society; approve expenditures within the authority delegated by the Board
- Provide the Board with comprehensive, quarterly reports on the revenues and expenditures of the Society

Volunteers

- Build and strengthen a healthy and robust volunteer program for the Society

Risk management

- Ensure that the Society protects personal information in accordance with applicable legislation and that, in particular, personnel, donor, and volunteer files are securely stored and privacy/confidentiality is maintained
- Develop and implement risk management and business contingency plans as required
- Identify and evaluate the risks to the Society's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks
- Ensure that the Board of Directors and the Society carries appropriate and adequate insurance coverage and that the terms, conditions and limitations of the insurance coverage are understood by the Board and Staff