

EXECUTIVE DIRECTOR – JOB DESCRIPTION

1. POSITION – FULL TIME

Job Title: Executive Director

Organization Name: Réseau pour le développement de l’alphabétisme et des compétences (RESDAC)

Reports to: Board of Directors

2. POSITION SUMMARY

Reporting to the RESDAC Board of Directors, the Executive Director supports the project steering committee for the creation of a new Pan-Canadian Literacy and Essential Skills organization for OLMCs¹ jointly created by RESDAC and Literacy Quebec.

The Executive Director ensures that the strategic and organizational objectives established by the governing body, in accordance with the requirements of the funding agencies, are achieved. The Director is responsible for managing the human, financial, physical and material resources of this new Pan-Canadian organization.

Note - Transition phase: It should be noted that once the new pan-Canadian organization is established, it will become the official employer of the Executive Director and any related employees, if applicable. As well, a new Board of Directors will be created for this Pan-Canadian organization and will be responsible, among other things, for setting strategic and operational objectives.

3. RESPONSIBILITIES

3.1 Human Resources Management (35 %)

- 3.1.1 Support Board members in creating and implementing the structure of the new organization, as well as the staffing plan within the allocated budget framework;
- 3.1.2 Provide leadership for all activities related to the organization's human resources management functions, namely: planning, staffing, integration, working conditions, labour relations, training, occupational health and safety, management of the performance appraisal process, file management and all other tasks related to human resources management;
- 3.1.3 Introduce an approach that fosters harmonization in the management of interpersonal and interprofessional relations focused on effectiveness and efficiency in the workplace;
- 3.1.4 Establish the communication and cooperation mechanisms necessary for sound management of the organization's human resources.

3.2 Management of financial resources (30 %)

- 3.2.1 Analyze the organization's budgetary needs;
- 3.2.2 Prepare reports to the Board of Directors on the achievement of the organization's objectives and advise them on investment priorities;
- 3.2.3 Monitor expenditures to ensure that they are within approved budgets;
- 3.2.4 Analyze financial data and develop or delegate the development of monthly reports as requested by the Board of Directors;
- 3.2.5 Approve expenditures as delegated by the Board of Directors;
- 3.2.6 Act as a resource person to the Board of Directors in the analysis of the financial statements report and the accounting audit;
- 3.2.7 Develop and manage the various grants and service agreements;
- 3.2.8 Promote close collaboration and partnership with funding agencies.

¹ Official language minority community

3.3 Management of the organization's major orientations (15 %)

- 3.3.1 Ensure and guide the development of the organization and the services offered;
- 3.3.2 Propose strategic orientations for the maintenance and development of the organization;
- 3.3.3 Establish the strategies and policies for achieving organizational objectives based on the priorities established by the Board of Directors;
- 3.3.4 Participate in the development of strategic planning and the resulting action plans;
- 3.3.5 Follow up on the actions taken to achieve the objectives established in the strategic planning and implement the necessary corrective measures when necessary;
- 3.3.6 Provide the Board of Directors with reports on the achievement of objectives and action plans (strategic plan, operational plan, quarterly reports, etc.);
- 3.3.7 Ensure that the decisions of the Board of Directors are implemented;
- 3.3.8 Act as a link between the Board of Directors, employees and service providers in literacy and essential skills for the OLMCs;
- 3.3.9 Manage the resources and process to achieve the organization's management objectives;
- 3.3.10 Analyze and monitor progress;
- 3.3.11 Establish and maintain mechanisms for collecting and analyzing information on the needs of learners and their satisfaction with the services received.

3.4 Management of physical, material and marketing resources (10 %)

- 3.4.1 With approval of the Board of Directors, negotiate and sign leases, contracts and other documents related to the management of material resources;
- 3.4.2 Draft and circulate calls for tenders for the organization's external suppliers;
- 3.4.3 Approve maintenance and repairs;
- 3.4.4 Ensure that security requirements are met;
- 3.4.5 Ensure that material resources are always in good condition and comply with safety regulations;
- 3.4.6 Implement and manage marketing strategies to ensure the positioning of the organization in all Canadian provinces and territories;
- 3.4.7 Promote a professional relationship with the various general managers of the organization's members and partners in order to optimize the services provided by the organization.

3.5 Other tasks (10 %)

- 3.5.1 Ensure development and involvement in one's community by creating partnerships and collaborative networks;
- 3.5.2 Keep informed of events in the field;
- 3.5.3 Keep informed about the environment and practices of other coalitions and community organizations;
- 3.5.4 Ensure effective collaborative links with various partners;
- 3.5.5 Ensure the dissemination of information;
- 3.5.6 Promote the Literacy and Essential Skills (LES) Program in Canada;
- 3.5.7 Diversify funding sources through independent organizations;
- 3.5.8 Ensure a continuous development of skills and knowledge related to the field of activities and contribute to the development of the team;
- 3.5.9 Respect and ensure the application of the organization's current policies, practices and standards;
- 3.5.10 Establish a positive relationship with the team and clients;
- 3.5.11 Supervise the work of various working committees and meetings;
- 3.5.12 Participate in performance reviews;
- 3.5.13 Participate in onboarding new human resources;
- 3.5.14 Represent the new Pan-Canadian Literacy and Essential Skills organization before political bodies;
- 3.5.15 Carry out all other tasks related to this position and/or required by the Board of Directors.

4. JOB REQUIREMENTS

4.1 Qualifications

- Bachelor's Degree in Public or Business Administration or any other related field of studies as well as experience in various related fields.
- A Master's degree in Public Administration or in a related field will be considered an asset.

4.2 Experience

- A minimum of five (5) years of experience in a supervisory or general management position.
- Demonstrated experience and knowledge of not-for-profit governance.
- Experience in the management of major organizational orientations.
- Experience in managing human, material and financial resources.
- Experience in project management.

4.3 Knowledge and skills

- Mandatory: Fluent in French and English, both written and spoken.
- Knowledge of how a board of directors functions.
- Knowledge of how a not for profit organization operates.
- Excellent knowledge of OLMCs and their provincial and national issues, particularly in the area of Literacy and Essential Skills (LES).
- Marketing and communication skills.
- Conflict resolution skills.
- Negotiation skills.
- Skills in the use of software (Microsoft Office Suite, virtual platforms for meetings and webinars).

4.4 Competencies

- Strategic thinking.
- Leadership.
- Planning and organization of tasks.
- Interpersonal and organizational communication.
- Customer-oriented.
- Demonstrates initiative; proactive and autonomous.
- Analytical and detail-oriented.
- Problem solving skills.
- Results-oriented.
- Diplomatic.
- Risk management.
- Ability to bring people together.