

## **JOB POSTING**

Posted: Sept 25, 2017.

Application Deadline: Wed Oct 11<sup>th</sup>, 2017 at 9am.

Start Date: November 1<sup>st</sup>, 2017.

## **EXECUTIVE DIRECTOR**

### **ABOUT VEEES**

The Vancouver Eastside Educational Enrichment Society (VEEES) is a small non-profit organization that has been serving communities in East Vancouver, BC (Coast Salish Territory) for more than 30 years. VEEES provides education and employment programs to those who otherwise would not have access. We work with those who face marginalization – those coming out of jail, those who are survivors of violence and trauma, those who have had few opportunities in their lives, those looking to better their lives.

VEEES currently runs the [newSTART Bridging Program](#), which works with the WorkBC Employment Program of BC community partners in Vancouver Northeast and Burnaby to provide an employment bridging program for women who are survivors of violence.

VEEES is looking for a new, energetic Executive Director to lead the organization in a time of transition and rebuilding. We are looking for a strong, collaborative leader who knows the challenges and opportunities of working in a small, community-based organization and who can advocate for VEEES, inspire its vision for the future and implement concrete steps toward that vision.

### **KEY RESPONSIBILITIES**

#### **Governance & Operations**

- ...supports the Board of Directors and works with them to shape a vision and strategic plan
- ...directs operations, office, programs and activities of the Society on a day-to-day basis

#### **Program Oversight**

- ...Manages EPBC contracts including compliance, negotiations, ongoing program governance
- ...Ensuring programs are meeting their goals and implementing changes, as needed
- ...Develops, evaluates and modifies program policies, procedures and objectives
- ...Leads the implementation of new programs to support the organization's mission

#### **Fund Development**

- ...develops and enacts a long-term organizational sustainability plan
- ...oversees fund development planning including new program contracts, grant writing, community fundraising
- ...communicates with stakeholders to build relationships that foster the success of the Society

## Human Resources

- ...Hires, supervises and evaluates staff and contractors
- ...Ensures effective and fair human resources policies, procedures, and practices
- ...Establishes a positive, healthy, and safe work environment and engages staff in relevant training

## Financial and Organizational Administration and Management

- ...develops budgets; manages organizational documentation and administration
- ...liaises with the accountant and bookkeeper to ensure accurate financial recording and reporting

## External Relations

- ...Acts as a champion and spokesperson for the organization
- ...Establishes and maintains relationships with related organizations, government agencies, community groups, and individuals

## QUALITIES:

- You possess initiative and a collaborative leadership style.
- You analyze organizational trends and articulate strategic recommendations.
- You are decisive, collaborative and effectively solve problems.
- You act with uncompromising integrity and ethics, and have strong boundaries.
- You search for opportunities and are willing to experiment and take risks.
- You are confident, reliable, responsible and flexible.
- You have a passion for women's empowerment, education and grassroots community building.
- You have a nuanced power-based analysis of marginalization.
- You have outstanding relationship building and communication skills.
- You energize others – lead by example, recognize contributions and celebrate accomplishments.

## SKILLS AND QUALIFICATIONS:

- Minimum 3-5 years' experience in a leadership role in a community/non-profit setting.
- Knowledge of, and experience in the Employment Services field.
- Strong organizational abilities including planning, delegating, human resource management and program development.
- Excellent financial skills and proven track record in fund development.
- Experience serving Indigenous communities; awareness of decolonization and reconciliation approaches to community-based work.
- Experience and skills leading successful change and difficult transitions.
- Knowledge and experience on the ins and outs of running a non-profit organization.

**Hours:** 32 hours a week (some evening/weekend meetings are required).

**Salary:** \$50,000/year. Benefits to be negotiated (following the 6-month probationary period).

**Application Instructions:** Please submit your cover letter and resume as one document with your full name as the title of the pdf, and email to: [hire@newstartbridging.ca](mailto:hire@newstartbridging.ca). Please note that only short-listed candidates will be contacted. We are an affirmative action employer. Thank you for your interest.