

WATERLOO COOPERATIVE RESIDENCE INC.

POSITION: Executive Director
REPORTS TO: Board of Directors

DEPARTMENT: Administration
UPDATED: October 2015

Summary Statement

The Executive Director is responsible for the successful leadership and management of the organization according to the values and strategic direction set by the Board of Directors.

Primary Duties and Responsibilities

The Executive Director acts within the policies established by the Board of Directors to execute the following:

Leadership & Governance

- Collaborate and work effectively with the Board of Directors and staff, fostering productive and positive working relationships
- With the Board of Directors, develop a vision and strategic plan to guide the organization
- Act as a professional advisor to the Board of Directors on all aspects of the organization's activities, including participation in monthly Board Meetings, Executive Committee Meetings and termly retreats
- Exemplify outstanding ethics and integrity, espouse and promote the values of the organization at all times
- Identify, assess, and inform the Board of Directors of internal and external issues that pose a risk to the organization, its people, property, projects and/or image
- Represent the organization, enhance its community profile, and advocate for its mission
- Use metrics and data to report on the status of the organization to the Board of Directors
- Support the Board in its training, Director Orientation and governance activities
- Ensure compliance with all relevant federal, provincial, and municipal laws and regulations

Co-op Management

- Review, update, and develop operational policies and procedures
- Evaluate and employ internal controls and data tracking measures to mitigate risks
- Regularly assess and manage organizational performance to ensure achievement of Board and organizational expectations
- Oversee the efficient and effective day-to-day operation of the organization
- Employ good judgement to ensure that all member and other concerns/problems are quickly and appropriately addressed
- Oversee the maintenance of current housing stock

- Oversee the planning, implementation, execution and evaluation of special projects, including acting as WCRI's primary liaison for redevelopment initiatives

Financial Management

- Prepare annual budget based on historical and projected data, capital replacement forecast, and strategic plan
- Approve expenditures within the authority delegated by the Board and act as primary signing officer on behalf of the organization
- Ensure financial data collection, storage and reporting conforms to the Canadian accounting standards for not-for-profit organizations as maintained by the Canadian Institute of Chartered Accountants
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- Provide the Board with comprehensive, regular reports on the revenues and expenditures of the organization, including variance reports, cash flow reports and investment reports

Human Resources Management

- Recruit, orient, train, supervise, and evaluate management team and staff
- Oversee the organization's human resources policies, procedures and practices including staffing planning, job descriptions for all positions, and discipline processes
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations

Co-op Development

- Ensure the development, maintenance and implementation of an effective marketing strategy for the Co-operative
- Support the greater co-operative movement by educating and training Co-op members, fostering the growth of the Co-op community and identifying opportunities to further the growth of our organization

Qualifications

Education

- University degree in a relevant field

Skills & abilities

- Leadership and management principles as they relate to non-profit and/or co-operative organizations
- Management level expertise in human resources , finance, project management and/or marketing management
- Policy governance experience working with and/or on a Board of Directors
- Business administration and technological savvy with a customer service focus

Preferred knowledge, skills and abilities

- Current community challenges and opportunities relating to the mission of the organization
- Federal and provincial legislation applicable to co-operative housing organizations, including employment standards, human rights, occupational health and safety, co-operative legislation, finance, taxation, payroll and benefits legislation

Experience

- 5 or more years of progressive experience in a related position or field

Working Conditions

- The Executive Director will normally work in a standard office environment, and may sit for long periods of the time. Frequent computer use, interaction with staff and other personnel as well as members, and occasional inspection of the various buildings, grounds and facilities is required. Travel for business may be required, but is infrequent.
- The Executive Director will regularly work forty (40) hours each week, and will be required to work some evenings and weekends to accommodate activities such as Board meetings, representing the organization at public events and responding to unusual or emergency situations.