



## **Position: Executive Director**

### **Position Summary**

The Pride Centre of Edmonton (PCE) seeks an Executive Director with the vision & competencies to lead the Centre to fulfill its mission effectively. The PCE is uniquely positioned to provide and support the services that strengthen our multifaceted 2SLGBTQ+ community that is characterized by different and sometimes competing, needs & interests, and to channel a voice for those communities. Our Community includes persons of all sexual and gender minorities, with diverse experiences and views. The Executive Director leads by example, undertaking the overall direction of programs, services, and operations to achieve the goals and objectives of the organization including fundraising, grant writing, financial oversight, administration, human resources, and program management.

### **Key Responsibilities**

#### **Leadership and community relationships**

- Participate and mobilize with the Board of Directors in developing a vision and strategic plan to guide the organization
- Ensure the PCE is a progressive and equitable employer and a community leader in its programs, practices, and values
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization
- In addition to the Chair of the Board, act as a spokesperson for the organization
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate
- Represent the organization at community activities to develop the organization's community profile
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization

#### **Operational planning and management**

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
- Oversee the planning, implementation, and evaluation of the organization's programs, special projects, and services
- Oversee the efficient and effective day-to-day operation of the organization
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate

#### **Human resources planning and management**

- Determine staffing requirements for organizational management and program delivery



- Ensure that PCE employment practices are equitable and progressive
- Oversee the implementation of the human resources policies, procedures, and practices including the development of job description for all staff
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- Recruit, interview, and select staff that have the right technical and personal abilities to help further the organization's mission
- Ensure that all staff receives an orientation to the organization and that appropriate training is provided
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
- Coach and mentor staff as appropriate to improve performance

### **Financial planning and management**

- Work with staff, bookkeeper and the Board (Finance Committee) to prepare a comprehensive budget and administer the budget
- Work with the Board to secure adequate funding for the operation of the organization
- Research funding sources, oversee the development of fundraising plans and write funding proposals to increase the funds of the organization
- Participate in fundraising activities as appropriate
- Provide the Board with regular reports on the revenues and expenditure of the organization

### **Qualifications**

#### **Experience and education:**

- We are equally open to candidates with a relevant undergraduate degree and a minimum 2-3 years of relevant experience in a managerial position, and to those with an equivalent and compelling combination of education and experience
- We are looking for a person with a strong personal connection to the community we serve, preferably with lived experience
- The candidate should have knowledge of sexual and gender minority history and understanding of issues faced by sexual and gender minorities, especially where these issues intersect with the needs of other marginalized groups
- Experience working for community-based organizations &/or working in the queer community is an asset.
- Proven management and administrative skills, including financial and human resource management.
- Strong verbal and written communication skills.
- Strong strategic planning and organizational ability. Knowledge of queer issues is essential.



Criminal Record Check is required. A valid driver's license and high-level proficiency in software applications such as word, excel, google drive business and PowerPoint, or related programs.

**Candidates who do not have all competencies are still strongly encouraged to apply as the board is committed to providing mentorship and training.**

### **Effort**

Responsibilities are complex and require extended and extreme effort. Handles a significant supervisory load and must be able to make independent decisions regarding day-to-day operations. Problems are addressed by using sound judgment, thinking strategically, and relying on the advice and feedback from the Board of Directors. Often experiences high volumes of work and/or unanticipated deadlines. Dealing with difficult human circumstances and emotions occurs on a regular basis.

### **Working Conditions**

The Executive Director mostly works in an office environment. Some shifts and weekend work are required. Light physical duties may be required. The incumbent uses standard office equipment, a computer, and a variety of AV equipment. Travels locally, within the province, and nationally as needed.

### **Application process**

Send your cover letter and résumé in confidence with the subject line: Application for Executive Director to [careers@pridecentreofedmonton.ca](mailto:careers@pridecentreofedmonton.ca), by July 24, 2020. The position will remain open until the candidate is found.

Note: We appreciate the effort it takes to prepare an application; all applicants will receive a response. Inquiries welcome. The competition will reopen if a suitable candidate is not found. Interviews and reference checks to be completed in the weeks following the closing date.