

Hydrogeologists Without Borders



Job description

Executive Director (volunteer, ideally based in Calgary)

Responsible to

Board of Directors

Summary of primary job functions

This officer is responsible for establishing and executing major goals and objectives for the organization. Ex-officio member of Board of Directors, implements policies established by the Board. Provides leadership, direction and guidance of Organization's activities. Analyzes and evaluates the effectiveness of all organization operations. Develops and maintains organizational structure and effective personnel. Coordinates major activities through subordinate volunteers and appraises assigned personnel. Represents the Organization to other agencies, community and civic organizations, donors, funders and supporters, and the general public.

Duties and responsibilities

General

- Acts as the spokesperson for organization
- Executes board-approved policies
- Directs and oversees short and long term strategic plans
- Attends Board and Volunteer Meetings
- Maintains a competent and effective managerial staff
- Provides leadership to organization personnel through effective objective setting, delegation, and communication
- Conducts volunteer meetings to disseminate pertinent information
- Ensures that appropriate salary and wage structures are maintained
- Delegates authority and responsibility to managerial staff
- Coordinates and directs employees
- Oversees the preparation of office procedure manuals, outlining specific duties and area responsibilities
- Ensures that job descriptions are current
- Conducts performance appraisals as required
- Formulates and implements corrective action as needed

Administration

- Ensures administrative staff remains current to organization business and Board directives/approvals that affect their functions and areas of responsibility
- Works with the Board of Directors on governance policy issues by providing support and by initiating approved recommendations or actions
- Ensures compliance to minimum standards in accordance with all government legislation, regulations and guidelines pertinent to the organization's role as an employer and non-profit agency
- Recommends to the Board changes to policies and procedures that would improve the organization
- Maintains an effective and cost efficient administrative environment
- Develops, maintains, and up-dates job descriptions pertinent to the organization
- Determines staff training and/or equipment needs of clerical and administrative employees, taking into account annual budget allocations
- Submits all information, reports and records as requested or required by law to appropriate government officials or the Board of Directors
- Develops and implements operational plans, policies, and goals that further strategic objectives

Financial

- Maintains full awareness of the complete financial, statistical, and accounting records of the organization
- Ensures that operating results established in the annual budget are achieved and the control of operating expenses within budget
- Ensures the accuracy, integrity, and timeliness of all financial accounting and reporting
- Signs all checks
- Ensures the preparation of the annual budget for board approval

Qualifications

University degree and a minimum of 5 years experience. NGO experience is an asset.

Remuneration

This position will be voluntary until funds are available for remuneration.

How to Apply

Send CV, contact information for three references and Cover Letter to: bethuned@ucalgary.ca

Closing Date

August 30, 2016 or when filled.