



Canadian Mental
Health Association
Port Alberni
Mental health for all

CAREER OPPORTUNITY

EXECUTIVE DIRECTOR

Job Summary

The Port Alberni Branch of the Canadian Mental Health Association, a non-profit organization with an operating budget of over \$1.3 million and a staff of approximately 28 unionized and non-unionized employees is seeking an **Executive Director**. The Branch is an independent society acting within a federated model. The branch operates its planning within the context of the nation-wide Strategic Plan for the Canadian Mental Health Association.

Reporting to the Board of Directors, the **Executive Director** is responsible to provide effective leadership for the direct oversight of branch programs and services, to develop respectful community and funder relationships and to provide professional advice to the Board of Directors to develop and implement the Strategic and Operational Plans.

Anticipated Start Date: January 1, 2017

Duties and Responsibilities

Operational Planning and Management:

- Administer the day-to-day operation of the organization including operational policy and procedures.
- Set organizational, management, program and service goals and identify resources required to achieve the organization's mission, reflecting the priorities of the Board.

Financial Management and Fundraising:

- Prepare, implement and monitor a comprehensive budget under the oversight of the Board Finance Committee.
- Identify program resource requirements, research funding, write proposals and grants and oversee fundraising. Evaluate and communicate the risk and liability of a project, proposal or strategy to the Board.

Leadership:

- Actively lead the organization allowing cohesion with the National organization, the BC Division, and other branches to build and strengthen the organization's response to community needs and promote mental health for all.

Community Relations and Capacity Building:

- Promote community awareness of CMHA and establish collaborative partnerships with community members, funders, politicians, community groups and other organizations to understand and implement changing community needs.

Human Resources Planning and Management:

- Direct branch operations by maintaining and developing, human resources practices and policies aimed at sustaining qualified, effective, and motivated staff and volunteers.
- Hire, train, supervise, evaluate and release staff as required.
- Ensure a timely performance appraisal process for staff and self.
- Attend all board meetings and committee meetings as required and act as a consultant to the Board and its committees.

Qualifications and Experience:

- Degree in Social Sciences, Health, or a related field with equivalent experience.
- Possess strong financial analysis skills with budgeting and strategic planning experience.
- Have a minimum of 5 years progressive management experience in a non-profit or related organization.
- Experience in the mental health field, responding to individuals and families who face mental illness, working with and interpreting the Mental Health Act.
- Experience managing in a union environment.

Knowledge of:

- Leadership and management principles applicable to non-profit organizations.
- The work of the Mental Health Commission and other mental health advocacy groups.
- Federal and provincial legislation that is applicable to non-profit organizations.

Essential Characteristics:

- Understanding of ethical behavior and business practices, and ability to assure that own behavior and that of others is consistent with these standards.
- Commitment to the development and maintenance of positive relationships with the Board, staff, clients, volunteers, and the community.
- Ability to mitigate risk and ensure agency compliance with contractual obligations.
- Ability to organize and set priorities under pressures of deadlines and competing requirements

The Executive Director will have demonstrated competencies in the following areas:**Leadership:**

- Excellent communication, interpersonal, organizational, leadership, presentation, problem-solving and networking skills.
- A commitment to ongoing professional development, embracing recovery-oriented practices for self and staff.

Decision-Making: Demonstrate clear and strategic thinking skills to achieve clear and timely decisions that are in the best interests of the organization and community which may involve restructuring.

Planning: Strategic planning, goal setting and action planning that continue to move the organization and community forward.

Creativity and Innovation: Develop new and unique ways to improve the organization and to create new opportunities to serve the community.

Effective Communication: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

Technical Skills:

- Knowledge of accounting principles, practices and applications
- Knowledge of budget preparation and analysis techniques.
- Advanced knowledge of MS Office programs (Word, Excel, PowerPoint, Outlook)
- Able to read, understand and apply regulatory information including but not limited to BC Income Assistance and Disability Act and Regulations, BC Labor Standards, BC Landlord/Tenancy Act, BC College of Social Workers Code of Ethics.
- First Aid, Non Violent Crisis Intervention and Applied Suicide Intervention Skills Training (ASIST).

Working Conditions:

This is a management position and is not subject to regular overtime policies. Work is performed based on the demands of the job, which includes weekends and evenings. Some travel is required. This is a full-time permanent position subject to a six-month probationary period.

Application Process:

Submit a resume and cover letter to cmhaapplicants@gmail.com with *Executive Director Competition* in the subject line. The attachments should be in MS Word or PDF format. For more information send email to above address.

CMHA – Port Alberni is an equity employer and encourages applications from women, persons with disabilities, and members of visible minorities, First Nations individuals, people of all sexual orientations and genders, and others who may contribute to the further diversity of the Branch.