



**Date:** 29 October, 2018

**Position:** Executive Director, YMCA of Pictou County

**Reports To:** Board of Directors

**Placement Date:** 2 January, 2019

**Location:** Pictou County, Nova Scotia

**Salary:** Commensurate to Experience

### **Nature and Scope of Position**

Reporting to the Board of Directors, the Executive Director is responsible to lead the YMCA of Pictou County and all of its components in accordance with the strategic plan, annual operating plans, and governance policies established by the Board of Directors. The Executive Director leads a team of approximately 90 full and part-time employees and 100+ volunteers, and manages an operating budget of \$2.7 million.

The Executive Director will coach, support, and develop the YMCA of Pictou County management team. The team is responsible for the delivery of YMCA Health Fitness and Aquatics, Child Care, Day Camp, and Community programs for approximately 4,500 members and additional participants at multiple community-based programs and services. The YMCA is a tenant in the Pictou County Wellness Centre, a complex that opened six years ago. It includes a twin-pad arena and community space and is owned by four area municipalities.

Pictou County, on the north shore of Nova Scotia, is a wonderful place to live and work. It is a friendly, family-oriented community close to nature that offers an excellent lifestyle for balancing work and life.

The Executive Director is expected to create a work environment at the YMCA of Pictou County that promotes and emphasizes equality, equity, and fairness for all staff and volunteers along with creating a community destination that is accessible to all residents of Pictou County to build healthier lives in our community.

### **Key Responsibilities**

- Focused, decisive leadership to continuous improvement in operations
- Develop an operational plan that incorporates the goals and objectives of the strategic direction of the YMCA
- Bring vision, innovation, and solutions-oriented leadership to ensure YMCA mission success while maintaining Association sustainability
- Cultivate a strong and transparent working relationship with the Board of Directors



- Ensure the financial health and long-term viability of the Association is maintained by providing outstanding stewardship, safeguarding the Association's resources. Ensures the proper internal controls are in place and management information systems provide value-added capability
- Ensure the Association is meeting all legal obligations for the operation of a provincially incorporated charity including its obligations to employees, funders, donors, and all obligations of the federation of Canadian YMCAs
- Cultivate a high-performing leadership and management team in a values-based culture
- Provide executive leadership for the facility development and the growth of effective community based programs and services
- Champion philanthropy and capital fundraising plans by leveraging YMCA Association resources and volunteer expertise
- Create and enhance community partnerships that grow the Association and provide more programs and services to create a broad, vibrant, and healthy community
- Develop and maintain critical relationships with community, government, and funder stakeholders
- Be an active participant in the YMCA network
- Represent the Association publicly as an official spokesperson

## **Key Skills and Qualifications**

### Education

- Post-secondary education in executive / senior management or a relevant field and a commitment to life-long learning
- 8 years or more years of progressive management responsibility and experience in a multi-faceted organization

### Knowledge, experience, skills and abilities

- Knowledge of and experience with leadership and management principles as they relate to operating charities
- Knowledge of and appreciation for the mission, vision, and values of the YMCA
- A clear working understanding of Board governance, policy and strategy roles as distinct from operational accountabilities
- Experience in capital development including activation of a successful community fundraising campaign
- Demonstrated experience in supervising, coaching, and leading a dedicated, competent, professional staff team
- Excellent track record in financial management, program growth and development, community partnerships, philanthropy, and human resources strategies
- Facility management experience is an asset



*The Executive Director should demonstrate above-average competence in:*

- **Relationship Building and Collaboration:** Sets the organization's strategic direction for partnering, strategically networks and works collaboratively across organizational boundaries
- **Results-Orientation:** The ability to lead, manage, and achieve identified challenging goals to further the organization's mission, vision, and growth
- **Business Orientation:** Develops plans and takes action with a view to developing programs and services that will generate results
- **Sense of Community:** Demonstrates an awareness and understanding of community and responds to identified needs
- **Systems Thinking:** Ability to see the "big picture", understands how situations and parts relate to one another
- **Integrity and Trust:** Demonstrates responsible and reliable behaviour at all times
- **Influencing/Managing Change:** Creates and inspires a vision for success and remains focused on strategic outcomes
- **Teamwork:** Actively builds teams and encourages positive and productive relationships for maximum organizational effectiveness.
- **Diversity and Inclusion:** Appreciates that people from different cultures and with different opinions, backgrounds, characteristics, and abilities enrich the YMCA and fosters a sense of belonging

**To Apply:**

Send cover letter and resume by 16 November, 2018 to:

ED Search Committee

YMCA of Pictou County

Attention: Jason Brown, Atlantic YMCA Regional Development Centre CEO

[jobs@nl.ymca.ca](mailto:jobs@nl.ymca.ca)

*The YMCA values the diversity of people and communities and is committed to inclusion. Please be advised that offers of employment are contingent upon the successful completion of a police records check.*