



The Candora Society of Edmonton Executive Director Opportunity

What we are searching for:

The Candora Society of Edmonton is currently seeking a motivated, collaborative, and forward-thinking leader for the Executive Director position. The Executive Director of Candora Society is a key leadership position. Under the authority of the Board of Directors, the Executive Director assumes complete responsibility for carrying out assigned policies and regulations. The Executive Director has the authority to direct the implementation of Candora's programs and services and is responsible for the management of all staff members and volunteers.

Who we are:

The Candora Society is a community-based organization in Northeast Edmonton that works together with community residents to effect positive change in their lives and the community. The organization has a long history of grassroots community development that is built upon a participatory learning approach and relationship-based practice to help affect positive change in the lives of individuals, families, and communities.

The Executive Director will work with the Board of Directors on the following strategic goals for the organization:

1. Broaden and increase the funding base
2. Ensure operations are relevant and responsive to community
3. Build partnerships with relevant stakeholders
4. To develop a long-term space plan

One of Candora's core values is a belief in diversity and inclusion. We believe that equality, equal access, respect, and justice are fundamental parts of our organization's fabric. To achieve this, we hire people of all racial and cultural groups, socio-economic backgrounds, genders, sexual orientations, and persons with disabilities.

What we offer:

- Five weeks of paid vacation time including one week in December and one week in June
- Wellness benefits

What you will do:

Strategic Planning:

- Contributes to the formulation of the Society's strategic plan and in the development of policy and processes to support program delivery
- Contributes to the development of the strategic plan and the establishment of priorities for the business plan
- Develops programs and services that work towards the vision within the policy guidelines set by the Board
- May assist in the development of strategies to be incorporated in the business plan that reflects the short and long term operational needs of the organization
- Conducts both an internal and external environmental scan to identify emerging issues that affect the organization

- Works collaboratively with the Board to determine priorities, develop plans, implement action
- Communicates with key stakeholders to identify the changing needs and conditions of the community that is served by the organization

Operational Leadership

- Research, assess, and find a long-term physical location that meets the organization's needs
- Works in collaboration with staff, and relevant community agencies and groups, to accomplish objectives and to fulfill responsibilities.
- Ensures the program and services support the overall Candora vision and mission and align with funder expectations and outcomes
- Administers the day-to-day operations of the organization
- Provides leadership through effective communication, ethical decision making, and commitment to achieving established goals and objectives, ensuring outcome measurements and standards are enforced
- Identifies key challenges and opportunities and provides leadership to support the development of innovative approaches in ways that enable the achievement of the vision and long-term goals
- Collaboratively implements Candora's programs and services in alignment with the established strategic plan
- Plans, develops, implements, and evaluates the activities for Candora's programs/services in collaboration with the Board Chair and Board Members
- Monitors staff compliance with legislated requirements and Candora's policies

Personnel Management

- Interprets and effectively communicates Board policy decisions to staff
- Hires, supervises, evaluates, and releases staff
- Ensures staff receives performance feedback to guide and achieve their accountabilities
- Identifies recruitment and retention issues and develops strategies to address these issues
- Ensures that learning opportunities and performance development are aligned learning needs of the families, staff, and students
- Coaches and mentors to support self-directed growth and development
- Supports goals achievements, and coaches and monitors performance
- Observes and evaluates ongoing performances and provide regular, appropriate, and constructive feedback
- Supervises the recruitment selection, orientation, and training of service volunteers
- Develops implements and evaluates strategies that build and sustain a high-performance workplace and fosters positive relationships with stakeholders

Program Management

- Provides oversight, guidance, and assistance with the research, planning, development, implementation, and evaluation of programs and activities using the Evaluation Framework

Advocacy Management

- Promotes community awareness of Candora's mission and goals
- Participates in networking and community relations activities on behalf of Candora Society
- Builds strong working relationships with others, both within and outside the organization
- Acts as an advocate for Candora and its programs in the community
- Identifies and researches funding opportunities

- Facilitates a communication plan that informs the community of the activities and direction of the organization

Financial Management

- Implements the Board's policies for the allocation and distribution of resources
- Ensures that sound accounting procedures are maintained
- Provides the Board with regular statements of revenue and expenditures
- Administers the funds of the organization, according to the budget approved by the Board
- Advises the Board Treasurer/ finance committee and monitors and reports financial variance
- Plans, and in collaboration with Board Chair & Board Members, determines the allocation of resources, authorizes, and controls expenditures

Risk Analysis & Management

- Seeks appropriate resources for Candora to meet its strategic goals through proposal writing, application of funds, and fund development activities
- Evaluates, in broad-based terms, the potential assets and liabilities of a project, proposal, or strategy
- Assesses risks to the organization's financial security and growth and reports the same to the Board as needed
- Promotes an environment that fosters a diverse and inclusive workplace that creates an environment of health and safety for staff and clients
- Ensures that organization programs and services promote ongoing quality improvement and adheres to best standards of practice.
- Commits to continually improving health and safety performance through promotion of culture supporting hazard assessment, risk management, incident identification, reporting and correction, and compliance with applicable regulations, policies, and safe work practices.

Who you are:

Experience:

- Minimum 5 years of experience in a leadership role within the non-profit sector including supervising staff and managing and evaluating programs for families
- Minimum 5 years of experience in collaborating to establish and maintain formal and informal partnerships with other service providers and stakeholders
- Minimum 5 years of experience in community development as Candora does Human Services work through a community development lens
- Minimum 3 years of proposal writing of independently written funding proposals and fund development activities
- Experience in Family Based work

Skills and Competencies:

- Ability to multitask in this position, and thrive in a working environment with multiple demands
- Extensive knowledge of existing community resources and contacts
- Understanding of how staff and programs should build and foster relationships with families from diverse areas and backgrounds, and effectively advocate for their needs
- Understanding of holistic family support, and strength-based and trauma-informed practice for families facing complex situations
- An eye for creating efficiencies and tracking details, related to budgets, and programs

- Strong Relationship-Based Practice skills to develop effective relationships with diverse staff and stakeholders
- Collaborative working style within the leadership team style of management
- Maintains and encourages a safe and supportive work environment
- Utilizes an open-minded and respectful leadership philosophy
- Compassionate and approachable
- Demonstrates highly proficient active listening and conflict resolution skills

To Apply:

Please send a cover letter including salary expectations and resume to Violet Poon, Tenfold HR Solutions, at: vpoon@tenfoldhr.com. In the subject line of the email, please include “Candora Executive Director”.

This posting will remain open until April 15, 2022.

We thank you for your interest and only selected applicants will be contacted.