



JOB POSTING

Executive Director

Application Deadline: May 23, 2017

The Board of Directors of the YES Shelter for Youth and Families seeks a proven leader with demonstrated experience and knowledge in the areas of youth and family homelessness who can continue to advance the organizational mission. The Executive Director must have strong interpersonal and communication skills and a proven ability to advocate and collaborate with government and other supporting agencies to engender necessary services and supports.

ORGANIZATIONAL OVERVIEW

Founded in 2000, the YES Shelter for Youth and Families (YES) works to reduce and prevent homelessness by providing shelter, education and transitional supports for youth and families in Peterborough and the Kawarthas. YES, with its 20 staff and numerous volunteers, provide the following services:

- A 24/7 emergency shelter facility with 30 beds (15 youth, 15 family)
- A transitional housing program and facility supporting up to 10 youth, providing a place where youth can live in safety and stability, with the support of a mentor
- An alternative classroom providing youth involved with YES the opportunity to continue or complete their high school education in a non-traditional setting
- Emergency food and clothing cupboard
- A Youth Outreach Worker working to identify, develop and implement a personal plan based on youth's own goals for personal independence
- A Youth in Transition Worker Program that supports youth aged 16-24 who are/have been involved with the Children's Aid Society.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the authority of the organization's by-laws, policies and procedures, the Executive Director is responsible for the direction and execution of all activities of the organization either directly or through delegated authority; including providing leadership in these and other areas: creating strategic and financial plans; developing goals and measuring performance to the approved goals; organizational development; liaison to the public, government, affiliated organizations, and other stakeholders

- Provides leadership, direction and support to staff and management through effective communication, goal-setting, and ensuring effective delegation and performance evaluations
- Shapes organizational culture; leading key initiatives that promote and enhance desired values, including integrity, leadership skills, safety, client voice, adherence to evidence-based practice and ongoing learning

- In collaboration with the Board and stakeholders supports organizational strategic planning, outlining key strategies, initiatives, and projects as well as measurable goals and outcome metrics. Obtains Board approval for the strategic direction and keeps the Board informed in a timely manner of the progress of the organization on the achievement of or material deviations from the strategic goals and budgetary allocations
- Develops and obtains Board approval for the annual business plan, including the financial and budget requirements to achieve that plan and reports on delivery of results against that plan
- Fosters new partnerships and initiatives to improve service delivery and/or awareness of YES and youth and family homelessness
- Responsible for agency internal and external communication including: liaising with the Board, reporting to funders, writing/revising policies and procedures, and communicating with stakeholders through written and oral presentations
- Ensures as effective and efficient service delivery as possible, keeping abreast of and responding to changes in best-practice, client feedback, and ongoing outcome evaluation
- Ensures timely maintenance of all Agency properties and developing capital replacement plans
- Establishes effective resource development/fundraising programs and initiatives for corporate/foundation/government funds and individual donors and instituting proper organizational stewardship of these gifts/agreements
- Responsible for overall legislative compliance for the organization and ensures overall corporate compliance with appropriate regulatory bodies, commonly accepted business and professional ethics, and the agency's by-laws, policies and procedures
- Oversees all aspects of financial control including reviewing bookkeeping, managing program budgets, approving salary increases, and developing (in collaboration with the Board Treasurer) an annual budget for approval by the Board of Directors.
- Fosters the long-term learning and development of staff through encouraging, managing performance and coaching, in order to fulfill the current and future skill requirements of workers within the organization.
- Acts as on-call supervisor 10-17 weeks/year
- Other duties as reasonably assigned.

JOB COMPETENCIES

- Builds and maintains effective relationships through strong interpersonal skills
- Manages ambiguity effectively; can cope with uncertainty and risk, can make decisions on the basis of available information, even if limited
- Leads with a collaborative, welcoming, and participative approach
- Ability to use wealth of experience, logic, and other methods to effectively solve organizational problems
- Ability to manage conflict appropriately, use conflict as a growth opportunity

- Advanced competency in oral and written communication skill, tact, and diplomacy; Strong influencing skills
- Competent in fiscal management and budgeting.

REQUIRED EXPERIENCE AND QUALIFICATIONS

- University degree in business, finance, social work or a related discipline with at least five years management experience in a related field, or experience that is deemed equivalent
- Knowledge of YES Shelter for Youth and Families’ mission, vision, and values
- Knowledge of trends and best practices in youth and family homelessness and experience working with marginalized youth and families
- Significant board development, human resources management, fundraising, marketing/branding and fiscal management experience
- Financially savvy and politically astute leadership with the ability to set clear priorities, delegate, and guide people and systems; keen analytic, organization and problem solving skills, which support and enable sound decision making
- Exemplary presentation and communication skills and the experience and disposition to be an outgoing spokesperson, relationship builder, and fundraiser
- Ability to form strong stakeholder partnerships
- Ability to function, exercise good judgement and provide support to clients and staff in highly stressful and/or crisis situations.

The YES Shelter is enriched by the diversity of our client base and staff. We welcome all individuals without regard to race, creed, colour, religion, gender, sex, marital status, sexual orientation, national origin, age, physical or mental disability, and any other classification protected by law.

Applications will only be accepted on the Charity Village website : <http://charityvillage.com/jobs/search-results/job-detail.aspx?id=361270> to the attention of Wendy Love, Chair, YES HR Committee.

Please provide a cover letter, resume and three professional references.

We appreciate all interest in this work. Only candidates selected for an interview will be contacted.

196 Brock Street, Peterborough ON K9H 2P4
 Telephone 705-748-3851, Fax 705-748-6697 www.yesshelter.ca info@yesshelter.ca

