

Rotary Club of Windsor (1918)
EXECUTIVE DIRECTOR POSITION DESCRIPTION

Summary of the Position

The Executive Director is responsible for leading and managing the Rotary Club of Windsor (1918) in accordance with the Rotary Club of Windsor (1918) and the Foundation Fund By-Laws and the policies set by the Foundation Fund Board of Directors. As a leader, the Executive Director models and promotes excellence, accountability, quality, creativity, transparency and empathy throughout the Club. The Executive Director will be responsible to both Boards and the employer is the Foundation Fund Board of Directors.

Here forward the term Boards will mean the Rotary Club of Windsor (1918) Board of Directors and the Foundation Fund Board of Directors. The term Club will mean Rotary Club of Windsor (1918).

Key Responsibilities

1) Support the Boards

- Work with Boards and committees to organize and follow up on all meetings.
- Provide reports to Boards that ensure compliance with all of their legal and fiduciary duties, including charitable filings.
- Act as a professional advisor to the Boards on all aspects of the organization's activities.
- Identify, assess and inform the Boards of internal and external issues that may affect the Club.
- Prepare and present proposals and plans to the Boards for review, discussion and approval with respect to any potential, new initiative that would help the Club achieve its mission, vision and goals.
- Support the Boards in developing and regularly reviewing Board and organizational policies and procedures.

2) Set Long-Term Vision and Strategic Goals

- Collaborate with the Boards to develop a long-term vision and strategic goals, incorporating feedback from key stakeholders.
- Based on the strategic direction from the Boards develop a long-term financial plan.
- Implement the plan and monitor progress towards vision and goals. Recommend changes to the plan, as necessary.

3) Plan and Manage Programs and Operations

- Ensure implementation and effective execution of Club programs.
- Prepare, monitor, and be accountable to the Boards for annual operating plan and budget, based on the strategic plan and measurable outcomes.
- Ensure policies and procedures are in place for effective fiscal management and oversight.
- Establish mechanisms for evaluating Club programs on a regular basis.
- Regularly monitor revenues and expenditures against budget and make adjustments as necessary.
- Assume the role of Chief Privacy Officer and ensure adherence to federal and provincial privacy legislation.
- Identify, assess and manage all risks to the Club.

- Hire and supervise contract staff.
- Optimize the use of technology to ensure efficiency and effectiveness of program delivery and operations.

4) Volunteer Management

- Establish clear patterns of authority, responsibility, supervision and communication with volunteers.
- Work with Committees to recruit qualified volunteers to assist with programs, committees and operational tasks.
- Ensure on-going training and professional development opportunities are made available to volunteers.
- Establish a positive, inclusive, healthy and safe work environment in accordance with all appropriate legislation and regulations.

5) Generate Revenues

- Create annual fund development plan linked to the operating budget, with clear targets and actions, and a diversity of funding sources.
- Define the case for support for both donors and funders.
- Identify funding programs for which the Club is eligible and prepare applications.
- Research innovative practices in fundraising and assess applicability to the Club.
- Ensure existing donors are appropriately recognized and stewarded.

6) Oversee Communications and Marketing

- Raise visibility and promote services.
- Ensure compliance with Rotary Internationals' brand.
- Ensure development, execution and evaluation of a communications and marketing plan as part of the annual operating plan of the Club.
- In conjunction with the Foundation Fund Board Chair and the Club President, act as the key spokesperson and representative to the community, government and media.

7) Engage Community

- Ensure the Club builds and sustains relationships with young people, families, volunteers, donors, funders, government representatives, politicians, and other community-based agencies to help achieve the Club's mission and goals.
- Explore and where feasible, build strategic partnerships that will advance the interests of the Club.
- Work positively and collaboratively with other Clubs to promote the Rotary movement in Canada.

Competencies

The Rotary Club of Windsor (1918) has identified the following set of competencies - the skills, knowledge and personal characteristics that reflect both the job responsibilities of an Executive Director within the Rotary movement as well as the culture of the Club. These are the competencies that EDs should have, both now and in the future, to ensure that the Club can achieve its vision, deliver on results and support its values.

This set of competencies will be used in two ways:

- 1) The Foundation Fund Board will be seeking these particular competencies in the ED recruitment and hiring process.
- 2) The Foundation Fund Board will use the competencies to assess the ED's areas of strength and where they may require further development and support.

The competencies required for this position are the following:

1. Strategic thinking and planning
2. Risk management
3. Financial sustainability
4. Effective communications
5. Self-awareness
6. Community leadership
7. Performance management
8. Motivating others

Qualifications: Bachelor Level training in social sciences field is required (or related experience). Excellent interpersonal communication skills. Experience in non-profit management is an asset. The employee must have advanced technology skills and be proficient in using Microsoft Office and social media. The employee will be familiar with using databases and accounting software. Flexibility to work days, evenings and weekends as required Valid driver's license and ability to travel locally required.

Abilities: To perform this job successfully, the employee in this position must be able to demonstrate functionality in most or all of the key responsibilities. Must be an energetic self-starter who is able to function comfortably in a team environment or independently, someone who relates well to Club members, volunteers and the public. This position requires flexibility and the ability to manage time and multiple tasks with little supervision. He or she must also effectively promote and value diversity, inclusion and equity in the workplace and community at large.

Particular Demands of this Position: Must be able to assume a wide range of responsibilities, to work with contract staff and volunteers who vary in their work styles, and to work under pressure. Should be willing to work irregular, extra hours, evenings or weekends as necessary. Must be able to provide timely response to requests and deadlines.

Work Environment: The primary location of this position is a typical office environment, however the responsibilities require meetings outside the office including the weekly Club meeting, special events, and engagement activities. The employee must be able to transport himself/herself to meetings. He/she may also be required to attend meetings and conferences outside the province from time to time.

Confidentiality: Employees must follow and adhere to all confidentiality and privacy requirements as per Club policies and practices.

Job Performance Evaluation: The employee will be evaluated annually by the Club President and FF Board of Directors Chair, and more often if performance warrants.