

LUTHERAN COMMUNITY CARE
245B Bay Street
THUNDER BAY ON P7B 6P2

Job/Relationship Description

Date: September 22, 2022

Job Title: Executive Director

Position Summary:

As the Chief Executive Officer of the corporation hired by the Board of Directors, the Executive Director primarily leads the process of managing the infrastructure of the agency. The Executive Director supports the Board with strategic issues, develops tactical plans annually consistent with the Board's Strategic Plan, provides reports and information for the Board to fulfil its monitoring role and operates within the limitations and expectations policies of the Board.

Authority:

The Executive Director functions with authority from the Board of Directors to be the Chief Executive Officer of the organization.

The Board shall allocate budgeted resources required for the successful fulfillment of the responsibilities of the position.

Resources delegated to the Executive Director include paid and volunteer human resources, financial resources for operations and a personal compensation package.

Limitations of Authority:

The Executive Director operates within the parameters of the:

- Executive Director limitations and expectations policies as outlined in the Governance Manual
- Strategic plan agreed by the Board of Directors
- the Collective Agreement with the union
- the Management Policies contained in the Governance Manual
- the Service Agreement and related Service Objectives with the Ministry of Children, Community and Social Services
- the Service Agreement with the District of Thunder Bay Social Services Administration Board

- Policy Directives from the Ministry of Children, Community and Social Services pertaining to the services that the Lutheran Community Care is contracted to provide
- limitations of legal and regulatory authorities

Responsibilities:

It is the Executive Director's responsibility to lead the processes of planning, resource development and management of the organization. Specifically, s/he shall:

- Provide the Board with the organizational information it needs for its governance responsibilities, including strategic planning, infrastructure, resource development, monitoring performance and measuring strategic results
- Develop and maintain healthy relationships between the Board of Directors and the stakeholders, including members, staff and volunteers, clients and regulatory authorities
- Prepare tactical and financial plans in compliance with the strategic plan and Executive Director limitations and expectations policies
- Develop the human and financial resources needed for the success of the mission
- Manage the human and financial resources of the organization and its infrastructure to achieve the strategic goals of the organization.

Expectations:

The expectations of the responsibility for this position are contained in the:

- Governance Manual
- Strategic plan
- Executive Director's annual tactical goals

The Executive Director is also expected to:

- Model and promulgate the organization's values and the values of affirmation, involvement and servant leadership*
- Maintain and develop teamwork at all levels of the organization
- Ensure that the relationships between the organization and its stakeholders are open and co-operative.

* Servant leadership – the third core value in the Relationship Model™. Servant Leadership is the power of being lifted up by the source of authority instead of being put down. Servant Leadership seeks the well-being and fulfillment of the recipient of authority as an end in itself, not merely as a means to the end of greater productivity or client satisfaction.

Accountabilities:

Accountability in this relationship is mutual. The Board is accountable to the Executive Director for providing the authorization, resources, affirmation, involvement and servant leadership required for the successful realization of the responsibilities of the position.

The Executive Director is accountable to the Board for performance with respect to the negotiated expectations of the position within the limitations of authority of the position and for behaviour consistent with the values of affirmation, involvement and servant leadership.

The components of this working relationship shall be reviewed annually at the initiation of the Board of Directors and shall include a:

- Review of the authorization and resources provided and values expressed to the Executive Director
- Review of the Executive Director's performance towards expectations of the responsibilities of the relationship including the progress towards strategic goals and the Executive Director's personal tactical goals
- Negotiation of tactical goals and other expectations for the next year
- Review of the authorization and resources required for the next year, including plans for personal development.
- Review of the compensation package provided to the Executive Director considering the following factors: consumer price index for Thunder Bay; changes in responsibility; performance; adjustments to salaries of other job classes in the agency; ability of organization to pay; and competitiveness with labour market.

Qualifications:

- Graduate or undergraduate degree in Business/Public Administration or Social Sciences. If degree is in Business/Public Administration, it should be complemented with knowledge and experience working in the social services sector.
- A minimum of five years experience in a managerial role.
- Experience in non-profit, charitable, volunteer and community-based organization operations and governance.
- Familiarity with current social service system and government policies regarding social services.
- A mature knowledge of the role of Social Ministry as understood by the member Lutheran Church bodies, and experience in church relationships.
- Experience managing in a union environment.
- Ability to analyze situations and trends, problem solve and provide clear direction.
- Excellent communication skills and conflict resolution skills.

- Highly organized and have good interpersonal and negotiation skills.

Conditions of Employment:

- Successful completion of Police Records Check.
- Completion of Physical Examination report, Conflict of Interest declaration and Oath of Confidentiality.
- Ability to work flexible hours.
- Available for occasional out-of-town travel.

Remuneration: \$112,221 – 120,221 per annum
Full benefit package including employee assistance plan, RRSP contribution, extended health, life insurance and long term disability.