

Powell River Brain Injury Society - Job Posting

Executive Director

Summary:

The Powell River Brain Injury Society is seeking an Executive Director for our dynamic team. The Society is a federally registered charity focused on the single purpose of acquired brain injury, including education & prevention, recovery, community awareness, and assisting those struggling with the new normal to increase quality of life for those living with the effects of an acquired brain injury. The successful candidate will oversee the operations, finances, programs of the organization, and will provide guidance and strategic direction to achieve the organization's mission and goals.

Responsibilities:

- Oversee financial management, develop policies and procedures, and ensure compliance with legal and regulatory requirements; collaborate with the board of directors, develop strategic plans, and represent the organization to the public; and drive the organization's success and make a positive impact in the community we serve
- Work with the Board of Directors to develop and implement strategic plans that support our mandate, purpose, and vision
- Develop and implement consistent cost accounting policies, procedures, and operational reporting/metrics
- Overseeing and reporting on the Society's results for the board of directors
- Develop marketing strategies
- Work with tech support on social platforms and website
- Establish and maintain relationships with donors, community organizations, government agencies, other brain injury organizations, the public, and other non-profits
- Initiate and oversee all fund-raising activities, and source and prepare grant proposals
- Supervise and direct the bookkeeper and accounting team
- Liaise with other health care professionals in providing excellence in service delivery and support
- Prepare accurate and timely analyses to capture and communicate fundraising results, variances, and performance trends
- Supervise the development of operations-based financial modeling
- Coordinate and leads annual budget reviews, monthly and quarterly reviews, and periodic forecast updates with operational and senior management for all locations
- Approve major systems implementations related to cost and inventory control
- Retain a diverse, highly qualified staff and volunteers by providing career coaching, growth, and personal development for workers
- Ensure that services and funding relationships are robust enough to meet or exceed strategic goals and objectives
- Ensure compliance with all laws and regulations including but not limited to the BC Societies Act, Employment Standards Act, Canada Revenue Agency, Vancouver Coastal Health Authority, Brain Injury Alliance of BC, Community Gaming Branch of BC, and other agencies or contractors
- Plan, organize, and direct the organization's operations and programs
- This position combines administrative responsibilities, direct client support, staff, volunteers and the day to day operations of the Society

Skills and Qualifications:

- Knowledge of acquired brain injury and the unique issues it presents
- Knowledge of the distinctive issues faced by persons living with the effects of acquired brain injury, including crisis interventions, client needs assessments, and making referrals
- Previous non-profit managerial experience preferred with demonstrated leadership abilities
- Proven work experience as a Non-Profit Executive Director or similar role
- Experience running fundraising initiatives
- Knowledge of volunteer recruitment and how to get individuals involved for the organization's success
- Strong knowledge of financials and how to build financial forecasting documents for the board of directors
- Relevant training and/or certifications as a Non-Profit Executive Director
- Post-Secondary degree or equivalent experience working in acquired brain injury
- Experience sourcing and writing grant applications for the non-profit sector.
- Relationship development, staff oversight and collaboration, communication skills

Details:

Salary: Commensurate with Experience - \$75,000 thousand annually, inclusive of 2 weeks holiday pay accrual and 2 weeks

sick pay accrual, no annual carry over.

Job Type: Permanent Full time – Based on 35 hours per week. No overtime.

Benefits: No extended benefits.

Work Remotely: No – Position is located at the Powell River Brain Injury Society Drop-In Centre on Duncan Street, Powell River.

Application Deadline: Until filled

Start Date: As soon as possible

Send Self Designed CV or Resume with cover letter to: PRBISBoard@gmail.com

Only those short listed will be contacted, thank you in advance for your interest.