

MACKIE'S PLACE

YOUTHSOCIALHOUSE

Executive Director Job Posting

Mackie's Place, a Registered Canadian Non-Profit Organization, operates a free, youth-led bistro in North Surrey where young people are employed through a Job Skills Program. They also have the opportunity to build a healthy community into their lives by sharing quality meals and connecting with positive peers and mentors. The Mackie's Place team is committed to creating opportunities for youth at risk to realize their unseen potential. The team is comprised of an Executive Management team, Youth Workers, and the youth and young adults in the Job Skills Program, all working together with a joint purpose: serving the most vulnerable youth in our community.

To learn more, please visit www.mackiesplace.com.

Mackie's Place is currently seeking a dynamic Executive Director to provide leadership to our organization. As Executive Director, you'll be responsible to create, oversee, and guide our strategic plan and fiscal budgets; support fundraising initiatives and community outreach; oversee the administration and execution of programs; and ensure regulatory compliance.

As Executive Director, your focus will hold true to the vision and values of Mackie's Place, and you would maintain a caring and respectful environment. You are well-suited for the role if you take great pride in mentoring and nurturing our amazing team, and are passionate about and committed to the community we serve.

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Executive Director Job Description

Reports to: Mackie's Place Board of Directors

Location: On-site, North Surrey

Hours: Full time, 40 hours per week

Holidays: 3 weeks per year, plus 1 week in lieu of overtime

PRIMARY OBJECTIVES

The primary role of the Executive Director is to provide leadership to the organization. The Executive Director is responsible to create, oversee, and guide the strategic plan and fiscal budgets; support fundraising initiatives and community outreach; oversee the administration and execution of programs; and ensure regulatory compliance.

DEMONSTRATED COMPETENCIES

- Transparent and high integrity leadership with a heart for our community
- High-level strategic thinking and planning, with an ability to convey the organization's strategic future to the Board, staff, volunteers, and donors
- Ability to effectively communicate the organization's mission to the community
- Demonstrated ability to oversee and collaborate with staff
- A history of successfully generating new revenue streams and improving financial results
- Excellent donor relations skills and understanding of the funding community
- Previous success in establishing relationships with individuals and organizations of influence including donors, partner agencies, and volunteers
- Solid organizational abilities, including planning, delegating, program development, and task facilitation
- High-level understanding of financials, with strong financial management skills, including budget preparation, analysis, decision making, and reporting
- Excellent written and oral communication skills, including public speaking
- Great work ethic, efficiency, and drive

RESPONSIBILITIES

Board Governance

- Supports and guides the organization's mission as defined by the Board of Directors
- Communicates effectively with the Board and provides timely and accurate information in order for the Board to function efficiently and make informed decisions
- Creates monthly reports to support Board decision making
- Collaborates with the Board Chair to plan Board meetings

Fiscal Management

- Fiscally responsible for creating, implementing, and monitoring the approved annual operating budget
- Evaluates the financial position, problem solves, and course corrects to keep the organization on target
- Provides monthly financial statements to the Board and reports any fiscal challenges with proposed recommendations
- Ensures maximum resource utilization
- Creates the overall fundraising strategy, and collaborates with the Director of Philanthropy when funding adjustments are required
- Increases Pie Club revenue through seeking new members and implementing the new strategic business plan
- Assists the Grant Writer in acquiring new grants and foundations
- Collaboratively creates and implements a strategic plan for technical giving
- Responsible for building our government relationships to maximize funding opportunities
- Ensures all technical grant reporting is completed and fulfilled
- Works closely with the Director of Philanthropy to support fundraising initiatives

Organization Mission & Strategy

- Collaborates with the Board, Director of Care, and staff to ensure the mission is fulfilled through programs, strategic planning, and community outreach
- Oversees the implementation of Mackie's Place programs
- Develops and monitors strategic planning to ensure successful and efficient growth
- Enhances the image of Mackie's Place by being active and visible in the community and by working closely with other professional, civic, and private organizations
- Is the primary spokesperson for media events

Organization Operations

- Establishes employment and administrative policies and procedures for all functions and day-to-day operations
- Collaborates closely with the Director of Care on all youth programming initiatives
- Conducts annual staff reviews for direct reports
- Identifies staffing and hiring requirements
- Reviews and approves contracts for services
- Ensures risk procedures and trainings are in place and up-to-date

QUALIFICATIONS THAT ASSIST IN THIS POSITION

- Bachelor's Degree or higher preferred
- Non-profit management experience
- Active fundraising experience
- Experience and skill in working with a Board of Directors

Compensation ranges from \$90,000 - \$100,000 and is determined by the candidate's level of education and/or relevant experience.

Interested applicants are encouraged to send their resume to
Kim Franklin, Board Chair at franklinkimberlyp@gmail.com