



Position Posting - Executive Director

Big Brothers Big Sisters of Lanark County is a dynamic organization dedicated to helping children reach their full potential through mentoring. The agency currently serves over 700 children throughout the County and works with many key partners to strive to provide every child who needs a mentor with a mentor.

The agency is seeking a forward thinking, energetic and collaborative leader to help the agency continue to grow and evolve. The Executive Director is the chief operating officer and is responsible to the Board of Directors. They have a primary responsibility to advise on and implement agency policy, as established by the Board, which encompasses all operational and administrative matters.

The Executive Director oversees the day-to-day operations of the organization and represents the Agency externally.

Duties and oversight will include, but are not limited to;

- Fund Development
- Human Resources Management
- Finance and Administration
- Strategic Planning
- Community Development and Public Relations
- Advising and Assisting the Board of Directors
- Program and Service and Delivery Standards oversight

Preferred Qualifications of a potential candidate will include:

- Successful completion of a business diploma, degree or equivalent.
- Supervisory or leadership experience with minimum of 3 years of experience in a leadership position
- Experience in a not-for-profit organization or social service agency is preferred
- Demonstrated experience in human resources, fund development and volunteer administration
- Well-developed oral and written communications skills
- Strong organizational and project management skills
- Exceptional interpersonal skills
- Ability to work flexible hours as required by work demands

For more information about the position please visit the agency website at www.bigbrothersbigsisterslanark.ca.

To apply in confidence, please email kim.sumara@gmail.com before December 20, 2019 at 12 noon.