

CALL FOR APPLICATIONS

Executive Director

Oak Bay Volunteer Services (OBVS) is seeking applications for an Executive Director to lead our charitable non-profit organization. The Executive Director oversees the organization's operational and strategic priorities, including our client services and rewarding volunteer program. The successful candidate will lead a small staff team within the community office and a large contingent of volunteers who provide direct services throughout the District of Oak Bay.

Role Description

The successful candidate will have responsibility for:

1. Non-profit and Charitable Business Management - Filing annual reports to BC Registry for societal status and CRA for charitable status; maintain all organizational records
2. Governance Support - Working with the Board of Directors to ensure all governance requirements are met, develop strategic priorities, develop policies and procedures, and support the recruitment and administration of the board of directors
3. Financial Management - Managing financials including budgeting and forecast projections, A/P and A/R, working cooperatively with the contract bookkeeper for monthly finance management, and ensuring an annual financial review
4. Fundraising - Planning and managing comprehensive fund development activities, including grant applications, strategic donation campaigns, planned giving, and business sponsorship
5. Marketing and Communications - Planning and managing marketing and communication activities to promote and publicize the organization, its services and programs
6. Human Resource Management - Managing human resources, including the hiring and supervision of staff, the completion of staff evaluations, and the maintenance and enforcement of human resource policies and procedures
7. Service Provision Management - Overseeing the provision of direct services and programs, the associated personnel, and related policies and procedures
8. Volunteer Program Management - Overseeing the provision of volunteer coordination, ongoing assessment of policies and procedures related to volunteer management, and the development and implementation of retention efforts

9. ICT Management - Managing information and communication technology for personal staff workstations, as well as team collaborative technology (e.g., database, shared network)
10. Risk Management - Identifying and addressing risk management issues across the organization
11. Business Development - Increasing and maintaining partnerships and relationships with other non-profit organizations, for-profit businesses and government agencies, and participating in existing associations and memberships

Requirements and Qualifications

- Minimum of a Bachelor's degree or comparable education and experience
- Five or more years in operations or management. Non-profit and voluntary sector management preferred.
- Accounting knowledge and experience working within the generally accepted accounting principles
- Experience in the management of volunteers an asset
- Excellent communication and interpersonal skills, including public speaking and writing
- Successful criminal record check for working with vulnerable populations
- Proficiency in computer and internet software (e.g., Microsoft Office, Google Suite)
- Valid driver's license and access to a vehicle

Terms:

This is a full-time, permanent employment position. The salary will be commensurate with experience, ranging from \$75,000.00 to \$82,000.00 annually. Extended health and dental benefits, plus an annual RRSP contribution, are available upon successfully completing the first three (3) months of a six (6) month probationary period.

How to Apply:

Applications, including cover letter and resumé, will be accepted by email until **5:00pm on Friday, December 1, 2023**, to applications@oakbayvolunteers.org, with the subject: *Executive Director Position*.

About OBVS: Oak Bay Volunteer Services (OBVS) provides one-to-one direct services to the residents of Oak Bay. Serving the young to the young at heart, we provide a variety of free services and programs to help maintain a client's connection to the community and assist with a variety of everyday activities to help maintain their independence and well-being. All services are delivered by our team of dedicated and passionate volunteers.