



#201 – 10136 100 Avenue
PO Box 6196
Fort St. John, BC, V1J 4M7
250-785-2110

Executive Director, Fort St. John Literacy Society - Job Description

Reporting to the Board Chair, the Executive Director (ED) has overall accountability for the day-to-day operations of the Society. The ED also fulfills the role of Literacy Outreach Coordinator (LOC), raising awareness of community literacy needs/programs, and educates the community on the importance of literacy at every stage of life.

The ED works with community partners, funders, media and public to build awareness and advocate for literacy and literacy programming; plans for the future of the organization; provides leadership to the staff team and ensures programs are meeting their deliverables; and proactively explores funding opportunities to ensure a strong financial future for the Society.

Key Areas of Responsibility

Literacy Awareness, Education and Advocacy

- Networks and develops partnerships with local community groups and other literacy organizations.
- Researches and develops local community literacy projects.
- Promotes Literacy Society programs through the media, public presentations, website, social media, etc.
- Participates in community literacy roundtables/regional discussions.

Strategic Planning & Prioritization

- Solicits and maintains awareness of Literacy needs of the community to identify vision and direction for the Society.
- Leads the Strategic Planning process in conjunction with the Board of Directors.
- Researches new programs and funding opportunities.
- Updates the Board on opportunities for and threats to our current programming, literacy advocacy, and continuity of funding.



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Financial Management

- Ensures the financial future for the Society, pursuing new and existing funding opportunities and coordinating fundraising opportunities.
- Manages the Society's budget, ensuring spending is within Board approved limits and notifies the Board of challenges in funding or expenses.
- Develops and administers strong financial controls for the Society's finances.
- Manages the day-to-day banking requirements, including ensuring Board of Director updates are completed as needed, managing accounts and performing account transfers.
- Works with the Board Treasurer to prepare the annual budget and monitor project/program expense to ensure they are operating within said budget.

People Management

- Recruits, interviews, and selects staff to fill positions approved by the Board of Directors.
- Provides advice to the Board on organization design to meet the deliverables for the Society.
- Supervises staff, reviewing staff performance outcome and overseeing staff reports.
- Develops team members and creates a welcoming and cooperative work environment.
- Addresses employee concerns, escalating issues to the Board Chair as required. Ensures Board is updated on team successes, needs and concerns.

Program Oversight

- Maintains statistical information and continuously evaluates the literacy needs in the community.
- Prepares and produces reports as set by funding requirements and the Board of Directors.
- Evaluates existing programs and provides support to program leads to ensure program success.
- Oversees management of individual programs, ensuring deliverable follow funding guidelines.
- Maintains a high level of client's confidentiality and empathy and ensures that policies and procedures are in place to ensure best practices within the Society.

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Position Requirements

- Passionate about literacy and lifelong learning. Demonstrates own commitment to learning and developing self.
- Experience working with media, writing press releases, presenting to community groups and participating in teams which include stakeholders in various agencies or organizations.
- Experience with strategic planning and have used collaborative approaches with stakeholders to engage them in the strategic planning process.
- Demonstrated relationship building skills and the ability to communicate both in writing and verbally.
- Ability to work under pressure and adapt quickly to changing situations. Experience supporting staff through change processes.
- Experience overseeing multiple programs simultaneously, can maintain a big picture approach while also confirming that staff are meeting program deliverables.
- At least five years of experience leading and managing within a non-profit organization preferred. Will consider combination of leadership experience.
- Experience managing a budget with various income streams.
- Experience with grant research and writing, fundraising and event management.
- At least five years of experience in a leadership role, responsible for human resources functions including staffing, payroll, benefits, performance management and career development.
- Experience with report writing, maintaining statistical information and ensuring programs are meeting expected deliverables.
- Ability to work independently and with a team.
- Strong technology skills, demonstrated ability to use technology to streamline business processes, communicate within and outside the organization and use technology to engage community members about literacy.
- Class 5 Drivers License and reliable vehicle to be used for work.