



### **Executive Director Position Posting:**

Southern Alberta Individualized Planning Association (SAIPA) is currently accepting applications for the position of Executive Director.

#### ***ABOUT US:***

SAIPA's mission: to inspire people with developmental disabilities to drive change in their communities as engaged and empowered citizens.

SAIPA's Mandate: to support adults with developmental disabilities to gain self-determination skills and understanding of human rights through workshops, advocacy and resources.

SAIPA's Objectives:

- to provide and facilitate supports to persons with developmental disabilities and their support networks while assisting them to grow as valued and participating members of their community.
- to provide educational opportunities and workshops to persons with developmental disabilities and their support networks.
- to assist persons with developmental disabilities to advocate on their own behalf.

#### ***POSITION SUMMARY:***

The Executive Director (ED), is responsible for the successful leadership and management of the organization, including its activities, staff, and volunteers. This leadership is provided according to the strategic direction set by the Board of Directors and approved policy guidelines. The ED builds positive and productive working relationships with a wide range of community stakeholders including individuals with disabilities, their families and support networks, service providers, government, donors, funders, and media.

#### ***REPORTING & AUTHORITY:***

The ED reports directly to the volunteer Board of Directors. However, most of the work of the ED is self-directed and independent. The ED will act as a spokesperson for the organization. The ED has the authority to hire, supervise, mentor and conduct performance reviews for all staff positions employed at SAIPA.

#### ***RESPONSIBILITIES & DUTIES:***

***THE ESSENTIAL DUTIES & RESPONSIBILITIES OF THIS POSITION INCLUDE, BUT ARE NOT LIMITED TO:***

##### **Administration and Organizational Planning**

- Demonstrates future orientation and planning to address changing and unmet community and client needs, and the impact of new legislation;

- Provides a strategic level of thinking and implementation of business development initiatives to support the viability of the organization;
- Oversees effective systems to ensure a sustainable infrastructure;
- Implements the Vision, Mission, Guiding Principles, Values and Strategic Plan;
- Oversees or engages in human resources issues relating to labour relations or significant issues concerning employees, volunteers or contractors; and
- Creates a motivational work environment to enhance employee satisfaction and productivity.

#### Stakeholder and Community Relations

- Provides guidance and knowledge to identify service gaps and create solutions;
- Creates and maintains strong and positive relationships with internal and external stakeholders – staff, volunteers, Board of Directors, Service Providers, Funders, etc.;
- Cultivates and maintains strong and positive relationships to find pathways for future working relationships; and
- Demonstrates continuous leadership in the community through positive and dynamic communication.

#### Quality Self-Advocacy & Leadership Support

- Focuses Association's efforts on the empowerment of Self-Advocates;
- Ensures excellent quality in programs and services for Self-Advocates;
- Development and delivery of quality services to individuals accessing the associations programming; and
- Support to employees to develop and deliver quality service.

#### Finances and Revenue

- Acts as the key oversight and financial control of the organization;
- Prepares and controls the annual operating plans to align with the Strategic Plan;
- Works in adherence with prudent financial practices;
- Provides leadership, guidance and mentorship to enhance the financial strength and viability of SAIPA;
- Develops foundations for strong and positive relationships with funders and potential funders in an effort to realize stronger revenue for the organization into the future;
- Provides leadership in contract and grant negotiations/management; and
- Cultivates diversification of the current funding base.

#### Implementation of the Strategic Plan

- Implements and monitors the current Strategic Plan;
- Ensures that the Strategic Plan is communicated, as appropriate, with internal and external stakeholders; and
- Communicates with the Board of Directors in a timely manner to present the work accomplished or any challenges experienced in implementing the strategic plan.

#### Risk Mitigation

- Oversees legal, regulatory and professional requirements for a charitable organization;
- Ensures the provision of adequate insurance for Directors' Liability, facility and properties, staff coverage and other, as required;

- Ensures that practices are in keeping with all provincial and federal legislation; and
- Oversees organization finances and clearly and immediately communicates to the Board President or delegate Board Member any financial exposure that has potential to cause harm to SAIPA.

Reporting to the Board, Board Relationship and Collaboration

- Provides the Board of Directors with relevant and current information for its consideration regarding governance decisions;
- Provides strong and clear communication through established verbal reports to the Board, in addition to written reports and discussions at regular Board meetings;
- Ensures that the Board President or delegate is informed of any risk exposure that has the potential to cause harm to SAIPA in a timely manner; and
- Creates a positive environment that attracts and motivates qualified and competent Board Members to engage in SAIPA's governance role.

**QUALIFICATIONS & SKILLS:**

- Minimum of an undergraduate degree in an applicable field (e.g. disability and community rehabilitation, human services, management).
- 2+ years of leadership/management experience in the not-for-profit sector, or a related field.
- Proven proficiency in preparing and managing budgets and accurately accounting for and reporting financial information.
- Excellent communication skills, both oral and written.
- Experience with grant writing
- Strong interpersonal skills that facilitate relationship building among various SAIPA stakeholders.
- Effective decision-making and problem-solving skills.
- Strong attention to detail.
- Proficiency with Microsoft Office Suite.
- Previous experience working in the disability services sector is considered an asset.

**PLEASE NOTE: The successful candidate will be required to provide a satisfactory Criminal Record Check.**

**Closing date: November 20, 2017**

All applicants will be contacted by November 30, 2017.

Please forward cover letter and resume to:

**Executive Director Hiring Committee**  
**Southern Alberta Individualized Planning Association**  
**#210 410 Stafford Drive South, Lethbridge, Alberta T1J 2L2**  
**Email: [mail@saipa.info](mailto:mail@saipa.info)**  
**Fax: (587) 425-2772**