



Executive Director (1-year Maternity Leave Contract)

The North Shore Restorative Justice Society (NSRJS) is a charitable non-profit society that seeks to develop, provide and promote preventative and restorative approaches to conflict and crime in our North Shore schools and community. We are looking for a dynamic visionary with exceptional leadership skills and proven financial stewardship to fill a one-year Executive Director maternity leave position.

The Executive Director is responsible for overseeing the day-to-day management of staff and operations of the organization in a work environment that is highly collaborative, consultative, and responsive to community needs. The Executive Director works closely with the Board of Directors and staff, volunteer facilitators and community stakeholders to provide leadership in achieving the Society's strategic goals to best serve our North Shore communities. This position reports to the Board of Directors including the Board Executive Team.

The successful candidate for this position has:

- Expertise as a prudent fiscal manager and in fundraising and stakeholder development
- Demonstrated abilities in stewarding organizational sustainability and governance
- Proven success in creating engaged communities and expanding public awareness
- A strong history of strategic planning and long-term visioning during times of growth

We are looking for someone who, as Executive Director, will bring vision and experience to:

Organizational Sustainability and Development

- Develop and build collaborative strategic partnerships that are aligned with, and strengthen, the values, vision and mission of the Society
- Collaborate with the Board, staff and relevant stakeholders on implementing and evaluating strategic plans and outcomes
- Ensure compliance with governing rules and regulations for not-for-profit societies and guidelines within the Ministry of Justice
- Support Board Committees to ensure program accountability, public engagement and alignment with strategic goals and vision

Financial Accountability

- Ensure financial sustainability and be responsible for the financial integrity and sustainability of the Society, particularly during times of growth and development
- Develop strategies for core funding opportunities
- Determine the overall operating budget of the Society as well as program budgets and be accountable for working within budget constraints to meet needs both operationally and strategically
- Respond to program staffing needs through various fundraising and grant-writing efforts
- Manage daily financial activities and work collaboratively with Board Treasurer and bookkeeper

Communications and Engagement

- Represent the organization and its values within the North Shore community
- Consult, collaborate with, and provide updates and reports to referring and funding agencies and donors, civic and political officials, and community and educational leaders, and media
- Develop a strong communications plan to grow public awareness
- Ensure the marketing and communications of Society's events, programs and accomplishments are visible through the website, social media, and other forms of communication

Collaborative Leadership and Capacity Building

- Ensure programs and activities represent the vision, mission, and values of the Society
- Model, lead and support a collaborative values-based work environment that inspires staff, board and volunteers
- Consult and collaborate regularly with key stakeholders to ensure NSRJS's programs are meeting the needs of the community through measurable outcomes
- Manage priorities thoughtfully to meet on-going strategic objectives and sustainability

Requirements

- Bachelor's Degree or Diploma in Non-profit Management, Criminology, or related field preferred
- 4 or more years of experience in a managerial or director role overseeing program budgets, staffing and strategic planning with proven success in collaborative leadership and staff development
- Experience in not-for-profit governance and administration with proven success in applying leadership and management principles
- Proven excellence and accuracy in the areas of fundraising, preparing budgets, and operational administration
- Demonstrated success with project management, program and event planning
- Knowledge and understanding of current social issues, particularly those facing youth and children
- The ability to work in a flexible, dynamic environment that emphasizes collaboration and relationship building

Assets

- Experience working with youth, children and with schools
- Experience working within the justice system or with those involved with the justice system
- Familiarity with restorative processes and the principles of restorative justice;
- Familiarity with community services and resources on the North Shore
- A wide network of community, educational and civic contacts
- Additional languages to English

- Knowledge and understanding of legislation applicable to the volunteer sector i.e. Society Act, employment standards, human rights, etc

Terms of Employment

The terms of employment for this position include the following considerations:

- Start date, June 2017
- A competitive compensation package.
- Negotiable working hours and working schedule
- The flexibility required to work occasional evenings and weekends
- Use of your own vehicle
- Being able to pass both a **criminal record check** and an **enhanced reliability clearance**.

Please send your resume and cover letter to info@nsrj.ca by 4 pm on April 7th, 2017

The North Shore Restorative Justice Society is an equal opportunity employer and the Board encourages the application of all qualified applicants.