

Executive Director Search

Summary of Primary Job Functions

The Executive Director for Advokate Life & Education Services (Advokate) will oversee the day-to-day operations of our non-sectarian, not-for-profit organization, whose mission is to create educated communities where families thrive, and babies' lives are valued and welcomed.

The Executive Director serves as an advisor to the board of directors and an active collaborator in helping to create and execute board policies and the strategic plan.

The Executive Director establishes and sustains an effective organizational structure and staff. Coordinates major activities through the Leadership Team and appraises assigned personnel. The Executive Director is responsible for external communications and represents Advokate to regulatory bodies, other agencies, churches, donors, and the general public.

Responsible To: The Board of Directors of Advokate Life & Education Services Society

Duties and Responsibilities

General:

- Works with the board on strategic plan development
- Acts as the key spokesperson for Advokate
- Executes board-approved policies
- Directs and oversees short and long-term strategic plans
- Maintains a competent and effective managerial staff
- Provides leadership to organization personnel through effective objective setting, delegation, and communication
- Formulates and implements corrective action as needed

Administration:

- Ensures administrative staff remain current to the organization's business and board directives/approvals that affect their functions and areas of responsibility
- Recommends to the board changes to policies and procedures that would improve the organization

- Works with the board of directors on governance policy issues by providing support and by initiating approved recommendations or actions
- Ensures compliance with minimum standards by following all government legislation, regulations, and guidelines pertinent to Advokate's role as an employer and non-profit agency
- Maintains an effective and cost-efficient office environment
- Oversees and manages all HR functions pertinent to the organization
- Determines staff training and/or equipment needs of clerical and administrative employees, considering annual budget allocations
- Submits all information, reports, and records as requested or required by law to appropriate government officials or the board of directors
- Develops and implements operational plans, policies, and goals that further strategic objectives

Qualifications

Professional:

- Advanced degree(s) or experience in the faith-based nonprofit sector is an asset
- Executive-level managerial experience
- Financial acumen
- Public relations
- Proven fundraising experience is an asset
- Marketing experience is an asset

Personal:

- Passion for life, families, and babies
- Inspirational communicator
- Vision-driven and highly organized
- Possesses high emotional intelligence
- Highly ethical behaviour (demonstrating Advokate's values)
- Calm under pressure and able to juggle competing demands
- Agreement with Advokate's values

Other Information

Ability to work: Applicants must be legally authorized to work in Canada at the time of application. We are unable to sponsor work permits or visas for this position.

Location: The administrative office for Advokate is located in Abbotsford, British Columbia, and this will be the primary working location for the Executive Director. Please note that our program offices are presently found in Prince George, Langley, and Abbotsford, British Columbia and travel to these sites may be required at times.

Salary Range: \$90,000 – \$120,000
Dependent on the education and experience of the candidate.

The Search and Selection Process

1. The search team will establish a list of interested and qualified people and conduct initial phone interviews.
2. Shortlisted candidates will meet with an interview team consisting of Advokate stakeholders appointed by the board. They will have references checked, degrees verified, and undergo a background check before being recommended to the board and receiving your job offer.

We respect that maintaining confidentiality, as needed by a candidate, will be an important part of this process.

For further information, to express interest, or to submit a referral, please email board@advokate.ca

Please email resume and cover letter to:
The Board of Directors
board@advokate.ca