

KEMPTVILLE CAMPUS EDUCATION AND COMMUNITY CENTRE

JOB DESCRIPTION: EXECUTIVE DIRECTOR

Position Summary:

Reporting to the Kemptville Campus Education and Community Centre Board of Directors, the Executive Director will provide leadership to ensure the Campus achieves its stated mission: realizing the full potential of our extraordinary, historic, publicly owned campus, offering a welcoming and sustainable working, learning and recreational environment.

The Executive Director will lead the development and implementation of business and operational plans under the guidance of the Board's strategic plan. Other key responsibilities will be to lead a productive and positive staff team, to create a welcoming environment for tenants and campus users, and to ensure financial sustainability.

Responsibilities:

General

- provides leadership in developing an operational plan which ensures that the affairs of the Campus are implemented in accordance with vision, strategic plan and programs, policies and other legislative requirements and the Board's directives/intent
- ensures effective management, financial systems and practices are in place across the Campus
- monitors overall performance of the Campus's operations and administration and provides recommendations on corrective action where necessary
- acts as key management representative responsible for the coordination and cooperation of the Campus's operations, provides problem solving and decisions in the resolution of any escalated issues
- makes recommendations and provides advice to the Board on direction, policy and program plans, service levels, legislative matters, and sensitive/controversial issues
- establishes and maintains proactive, positive and active relationships with the Board, the Municipality, tenants, campus users, and other local stakeholders
- negotiates on behalf of the Board various agreements, including all memoranda of understanding, contracts, and leases
- hires and develops a high-performing staff team to establish direction, promote teamwork and effective communications, develop strategies, make decisions, formulate goals and objectives, formulate policies and procedures, and coordinate activities in accordance with

the vision of the Campus

- performs such other duties as directed by the Board

Financial

- ensures effective and efficient financial management, and accountable financial systems and controls are in place for the Campus
- directs the preparation and compilation of annual estimates (expenditures and revenues) and annual budget plans in compliance with Board's policies, directions, programs and intent and all regulatory requirements
- Produces financial statements, including quarterly reports, and presents them to the Board of Directors working closely with the Treasurer
- Manages staff input and the preparation of year-end financial statements. Ensures the year end process is carried out in a timely manner. Facilitates the year end process and audit to ensure the timely presentation of audited financial statements at the Annual General Meeting. Follows up to ensure implementation of any audit recommendations
- supports and informs the annual budget deliberations process
- in consultation with the Board of Directors
 - ensures effective monitoring and accountability systems are in place for budgets, and that corrective actions are taken when necessary
 - ensures that proper and legal accounting systems, including controls are in place to properly record all financial transactions, including the recording of all assets and liabilities
 - ensures the financial viability of the Campus's operations are maintained pursuant to Board's policies, programs and directions
- supports the Board and the Municipality in planning and implementing long-term capital works budgets and plans for the Municipality's Campus assets and infrastructure
- ensures all purchasing, procurement and tendering processes follow the approved procurement policies/procedures
- ensures the Campus staff researches, reviews, and applies for eligible funding, grants and subsidy programs as well as explores new alternative revenue opportunities

Human Resources

- provides overall supervision of the team
- assesses future staffing needs and recommends staffing complement changes and organizational structure changes to the Board for approval

- exercises the authority to recruit, appoint, employ, assess, develop, discipline, suspend or dismiss staff in accordance with applicable laws and the Campus's human resources policies, which include avenues for appeal to the Board of Directors

Communications

- regular advice, recommendations, presentations, and reporting to the Board
- media relations in accordance with the Campus's policies and positions.
- external relations, including presentations to various stakeholders and reports to external funders
- Ongoing communications with the Municipality regarding operations, financial and related matters

Required Education/Experience/Skills:

- significant demonstrated experience in an advanced management capacity, minimum of eight to ten years of progressive experience in strategic and senior management in a similar environment involved with finance, policy and program development, and fiscal planning
- a college or university degree/diploma in a related field would be desirable
- working knowledge of the professional and technical disciplines relating to functions and activities of facility management, operations and maintenance; finance, human resources, procurement, risk management, information technology, leasing and tenant relations, marketing, community involvement and economic development
- superior project management skills with proven ability to multi-task and proactively manage competing priorities
- excellent interpersonal, communication (written and oral), analytical, report writing, problem-solving, presentation, public relations, strategic planning, organizational, leadership and supervisory skills
- proven success in leadership, human resources and people management
- demonstrated political acumen and the ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature; ability to maintain confidentiality
- ability to work effectively in a team environment and fostering good rapport and cooperative business and working relationships; to resolve conflicts, negotiate, mediate, facilitate and present complex information to a wide variety of stakeholders
- computer proficiency and sound working knowledge of information technology
- valid and satisfactory Police Records Check

- willingness to upgrade skills, attend education and training seminars
- oral and written fluency in French is an asset
- valid driver's license

Working Relationships:

1. Internally
 - staff
 - board members
2. Externally (including but not limited to):
 - provincial and federal ministries/agencies
 - municipal governments
 - contractors, consultants, developers, suppliers
 - media
 - public

Working Conditions:

- work outside regular hours required
- attend board and related meetings as scheduled
- attend other meetings, such as budget, meeting with outside agencies, or consultants, as required
- office environment and some travel to various locations and outside municipality

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

The Kemptville Campus Education and Community Centre is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act (AODA) and any other applicable legislation throughout all stages of the recruitment and selection process.

