

JOB DESCRIPTION

Executive Director

REPORTS TO

Board of Directors

OVERALL RESPONSIBILITY

The Executive Director is responsible for all aspects of administration, planning, leadership, staffing, daily operation and financial management of Green Venture. Reporting to the Board of Directors on a regular basis, the Executive Director is available to Board members, staff and partners as required. Work is conducted in accordance with the bylaws, mission, goals, objectives, policies and procedures set forth by the Board of Directors and all applicable legislation, regulations and standards.

KEY AREAS OF RESPONSIBILITY

- Providing leadership and planning expertise.
- Supervising all aspects of day to day operations of the organization including human resource and financial management functions.
- Securing funding and support for program development and operations.
- Managing partner, stakeholder and community relations.
- Ensuring that all program and contractual goals are attained.

DETAILED RESPONSIBILITIES

Leadership and Planning

- Develop goals for achieving the vision for the organization with the Board of Directors.
- Develop long and short-term plans and appropriate strategies to implement these plans with the Board of Directors and staff.
- Monitor the community, political environment, and resources to take advantage of new opportunities for program development and partnerships.
- Develop and implement regular reviews and evaluations of programs; work to strengthen existing programs.
- Coordinate appropriate reporting concerning Green Venture goals and program/project accomplishments as required by the Board of Directors, partners, staff and funders.

Day to Day Operations

- Ensure establishment of and adherence to policies and procedures for effective operations to ensure program quality.
- Ensure appropriate maintenance of Green Venture facilities/offices and equipment.

- Establish appropriate budget planning and financial monitoring mechanisms, collaborating with Board and staff to facilitate effective program and budget management with Board of Directors and Treasurer.
- Establish adequate information systems i.e. computer systems.
- Establish mechanisms for appropriate administrative support to the Board.

Human Resource Management

- Facilitate organizational processes to enhance effective communication and to support effective working relationships among staff.
- Promote an inclusive working environment where equity and diversity are supported.
- Establish appropriate policies and procedures for effective and efficient personnel management.
- Manage paid personnel including hiring/contracting, review, discipline or release of staff.
- Facilitate staff orientation, training and development.
- In collaboration with staff and Board, facilitate policy development for effective volunteer management.

Funding

- In collaboration with staff and Board, take measures to ensure sufficient financial resources to fulfil program/project goals.
- Coordinate the establishment and maintenance of effective working relationships with ongoing funders and with potential new funders including preparation of required reports.
- Identify and explore potential new funding sources.
- Coordinate preparation and submission of proposals for funding.

Partner, Stakeholder and Community Relations

- Work with the Board and staff to ensure strong and effective relations with new and existing partners including proper reporting of activities.
- Liaise with municipal, government, local businesses, community organization and groups to facilitate effective relationships
- Facilitate media relations and act as a media spokesperson
- Facilitate promotion of programs and projects in the community
- Promote identification of key environmental issues and work with the staff and Board to develop strategies to respond to public concerns.
- Ensure concerns from customers and the public are dealt with in a timely fashion

MINIMUM REQUIRED QUALIFICATIONS

- A post-secondary degree, diploma or equivalent experience in a relevant field.
- Minimum 3-5 years – management and financial administrative experience with proven supervisory skills - experience in the non-profit sector preferred.
- Proven and demonstrable leadership and supervisory skills, including team and consensus building as part of a professional multi-disciplinary team.

- Experience with strategic and program planning.
- Demonstrated proficiency to intermediate level with Windows Office Suite including Word, Excel, Access and PowerPoint, Outlook.
- Ability to deal with financial and personnel matters in a confidential, ethical and professional manner.
- Effective interpersonal and conflict resolution skills.
- Excellent English oral and written communications skills. Fluency in French (oral and written) an asset.
- Experience speaking comfortably with the public and with the media.

ASSETS

- Ability to adapt to a fast paced and changing environment.
- Initiative, good judgment, high ethical standards
- Familiarity with or activity in non-profit organizations.
- Experience in community based social marketing and environmental issues and programs.

HEALTH & SAFETY

- As a worker, supervisor, and employer, the Executive Director works jointly with the organization's Health and Safety Representatives, staff, and the Board of Directors on Health & Safety matters.
- Responsible for implementing Health & Safety programs and ensuring all staff, interns, coops, and other placements/staff are properly trained on Health & Safety issues.
- Provide organizational Health & Safety training as directed.
- Take responsibility for personal health and safety insofar as he or she is able.
- Work in compliance with the Ontario Health & Safety Act and Regulations.

PERSONAL ATTRIBUTES

- Respectful
- Possess cultural awareness and sensitivity
- Flexible
- Demonstrate sound work ethics
- Punctual
- Consistently pleasant and engaging demeanour
- Trustworthy and discrete
- Outgoing

WORKING CONDITIONS

The Executive Director usually works in an office environment, but the mission of the organization may require spending time in non-standard workplaces.

The Executive Director works a standard work week, but additionally will often work evening, weekends, and overtime hours to accommodate activities such as meetings, workshops and representing the organization at public events.

DURATION OF EMPLOYMENT:

The successful candidate will be offered an initial two year contract, with renewal contingent on performance evaluations during the initial two year period.

**Please note: Green Venture relies on funding from various agencies and partners to carry out our daily activities. Funding availability and source may have influence on the activities and responsibilities of the Executive Director.*

About Us

Green Venture is a community-based, non-profit organization committed to helping residents live more sustainably where they live, work, and play. We directly engage and support between 13,000 and 20,000 people of all ages every year. We grew out of partnership formed in 1994 between the Region of Hamilton-Wentworth, the Province of Ontario, utilities, private sector environmental companies and community organizations. Green Venture provides information and services that help individuals reduce their impact on the environment and contribute to a healthier, economically strong community.

Green Venture is Hamilton's premier environmental outreach organization and we collaborate closely with the City of Hamilton, businesses, school boards, faith-based organizations, volunteers, and other community-based non-profits and charities. Green Venture promotes climate change mitigation/adaptation, energy efficiency, water conservation, waste reduction, and pollution prevention; we aim to create global change through local initiatives.

We have extensive experience in developing and implementing environmental projects and employ community-based social marketing techniques to develop programs that affect behaviour change and achieve measurable, positive results. We have achieved success since 1995 through the development and implementation of a variety of outreach and awareness programming and energy-related services.

From 2000 to 2003, Green Venture worked with the City of Hamilton to establish EcoHouse, an education centre and environmental demonstration home open to the public. Also serving as our offices, EcoHouse is Southern Ontario's first such facility open to the public on a permanent basis. The 150-year-old historic farmhouse has been retrofitted with green technology and sustainable living products such as renewable energy, composters, rain barrels, and energy efficient appliances. The two-acre property features native species gardens, natural landscaping, a community garden, rain gardens, and a renewable energy generation system. EcoHouse provides an informative and interactive backdrop for all programs delivered by Green Venture and is visited by approximately 2,000 to 4,000 residents annually.

Green Venture is a founding member of Green Communities Canada and Hamilton Area Eco-Network.

Our Vision:

A community where individual and collective actions protect future generations by balancing our environmental, social, and economic needs.

Our Mission:

Connecting ideas and people to facilitate sustainable living and realize a cleaner, healthier community.

Green Venture Believes In:

Practicality. We meet people where they live, work, and play. We design our programs and services to provide positive, measurable benefits to them and our community.

Respect. A gracious, optimistic approach to personal engagement helps us foster behavioural change. We are honest and acknowledge differing viewpoints without judgement.

Partnership. Progress happens when individuals and organizations collaborate and learn together. We work with large and small businesses, governments, community-based groups and individuals to support and encourage change.

Innovation. We continually learn how to best engage our community. We welcome and promote new ideas, technologies, and willingness to change.

Quality. We care about our work and take a professional approach to everything we do. We are committed to delivering valuable programs and services with integrity and strong financial accountability.

People. Volunteers, staff, board members, funders, partners, community leaders and the public each play a vital role in fulfilling our mission. We work hard, always encourage one another, have fun, and celebrate our achievements.

Equality. We support members of our community from all social, ethnic and economic backgrounds.