



WHISTLER COMMUNITY
SERVICES SOCIETY
"A Helping Hand Toward A Healthy Community"

Whistler Community Services Society

P.O. Box 900 1519 Spring Creek Drive Whistler B.C. V0N 1B0
Ph: 604-932-0113 Fax: 604-932-0599
www.mywcss.org admin@mywcss.org

WCSS Executive Director Job Description

Reporting to the Board of Directors, the Executive Director is the key management leader of WCSS. The Executive Director is responsible for the organization's consistent achievement of its mission and financial objectives. The Executive Director will oversee all areas of operations including staff management and leadership, program development and implementation, fundraising, marketing and community outreach. The WCSS provides important social services to our community. The successful candidate will bring a combination of a passion for helping people, integral business savvy and strong community leadership.

General Responsibilities:

Board Governance:

- Works with Board of Directors to set the Strategic Plan.
- Works with the Board of Directors to build policy that fulfills WCSS's Mission and Vision.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, information necessary for the Board to function properly and to make informed decisions.

Organization Mission and Strategy:

- Responsible for leading WCSS in a manner that supports and guides the organization's Mission, Vision and Strategic Plan.
- Builds and presents to the Board of Directors annually, an organizational business plan that reflects quantitative goals of the Strategic Plan.
- Works with staff to ensure the organizational business plan is fulfilled through program development and implementation.
- Responsible for the enhancement of WCSS's image by being active and visible in the community and by working closely with other professional, government, private and non-profit organizations and the community.

Financial Oversight:

WCSS mission is to provide programs and services that support social sustainability in Whistler.





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- Develops resources sufficient to ensure the financial health of the WCSS.
- Responsible for the fiscal integrity of WCSS. This includes submission to the Board of Directors of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management while operating within the approved budget, ensuring maximum resource utilization and maintenance of the organization's positive financial position.
- Responsible for complete oversight of WCSS's social enterprises of the Re-Build-It, Re-Use-It and Recycling program.
- Responsible for fundraising and developing other resources necessary to support WCSS's mission and financial integrity.

Organization Operations:

- Manages all WCSS resources to ensure optimal operational strength.
- Responsible for the hiring, retention and development of competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of WCSS as set out by WCSS By-laws and Board Governance Policy.

Professional Qualifications:

- A bachelor's degree from a recognized post-secondary institution, in a related field (i.e. Business, Sustainability, Commerce etc).
- Transparent and high integrity leadership.
- Five or more year's senior management leadership experience with demonstrated ability to oversee and support multiple staff.
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting.
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Ability to convey the vision of WCSS's strategic future to staff, volunteers, donors and stakeholders
- Proven ability to hire and retain an engaged, high performing team.
- Knowledge of fundraising strategies and donor relations unique to non-profit sector.

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- Interpersonal skills to collaborate with and support board members, staff, volunteers and community leaders.
- Strong written and oral communication skills.
- Ability to interface and engage with the media.
- Strong public speaking ability.

Apply:

Please send your cover letter and resume to cindy@thirstforchange.ca by **April 3, 2018**. We thank everyone for their interest, however, will only contact candidates moving forward in the interview process.

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