



**Canadian Mental
Health Association**
North and West Vancouver
Mental health for all

North and West Vancouver Branch
300-1835 Lonsdale Avenue
North Vancouver, British Columbia V7M 2J8
Phone: 604.987.6959 Fax: 604.980.0336

Executive Director

CMHA NORTH AND WEST VANCOUVER

Our vision: Mentally healthy people in a healthy society

On the cusp of a new era in mental health where all Canadians understand the value of social connection, we are hiring an Executive Director (“ED”) to lead the organizations overall mission and strategic plan. Reporting to the Board of Directors, the Executive Director is accountable for all facets of the organization pertaining to leadership and management.

Duties and Responsibilities:

Leadership

- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization
- Act as a professional advisor to the Board of Directors on all aspects of the organization’s activities
- Foster effective teamwork between the Board and the Executive Director and between the Executive Director and staff
- In addition to the Chair of the Board, act as a spokesperson for the organization
- Conduct official correspondence on behalf of the organization, when appropriate
- Represent the organization at community events to enhance the organization’s community profile

Governance and Strategic Planning

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization
- Act as a liaison with all organizational levels, from Board of Directors to staff
- Communicate CMHA NWV's mission and strategic plan, receiving and synthesizing input from the ideas and initiatives of all CMHA stakeholders
- Meet regularly with the CMHA NWV Board of Directors and provide operational reports including financial, human resources and regional updates as well as presenting proposals and plans for Board review, discussion and approval
- Maintain and further develop relationships with other branches and BC Division, participating in ED meetings and Provincial Council working to strengthen the work of CMHA locally, provincially and nationally

Relationships and Outreach

- Establish and maintain effective relationships with other agencies, people living with mental illness, stakeholders, funding sources, volunteers, community groups, etc. including participating in various task forces, working groups and other committees as an advocate
- Maintain key relationships with existing funding partners, develop new relationships for CMHA NWV and assist in identifying alternative funding opportunities
- Work to increase opportunities for CMHA NWV to effectively meet the needs of residents of North and West Vancouver
- Maintain ongoing relationships with stakeholders



Operational Planning and Management

- Develop, in consultation with staff, an operational plan which incorporates goals and objectives that work toward the strategic direction of the organization
- Ensure that the operation of the organization fulfills the objectives of the funding agreements, and the expectations of the Board
- Oversee efficient and effective HR management and practices in the day-to-day operation of the organization
- Oversee the property management of all rental properties
- Draft policies for the approval of the Board and, in collaboration with the Operations Managers, prepare procedures to implement the organizational policies
- Review and revise service delivery models/methods
- Recommend to the Board changes to policies as appropriate
- Provide support to the Board by preparing meeting agenda and supporting materials

Human Resources Planning and Management

- Ensure adherence to all legislation related to health and safety, labour and human rights codes
- Ensure succession planning for key positions within the organization
- Provide direct supervision of the work of the Operations Managers
- Ensure adherence to standards related to the participation of volunteers in the organization

Financial Planning and Management

- Work with staff and the Finance Committee to prepare a comprehensive budget
- Approve expenditures within the authority delegated by the Board of Directors
- Ensure that sound bookkeeping and accounting procedures are followed
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- Provide the Finance Committee with comprehensive, regular reports on the revenues and expenditures of the organization
- Ensure that the organization complies with all legislation covering remittances
- Oversee all fund development activities
- Write grants to secure additional sources of funding
- Participate in fundraising activities as appropriate

Risk Management

- Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill and image, and implement measures to manage risks
- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage
- Ensure adherence to the standards of Imagine Canada and maintain accreditation status



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Skills and Abilities:

- Knowledge of leadership and management principles as they relate to non-profit/volunteer organizations
- Knowledge of federal and provincial legislation applicable to voluntary sector organization including: employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage
- Knowledge of current community challenges and opportunities related to the mission of the organization
- Knowledge of human resources, financial and project management
- Willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency
- Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with the vision, mission and values of CMHA NWV
- Excellent verbal and written communications skills; effectively present information to a variety of audiences
- Excellent interpersonal skills and a builder of effective working relationships
- Proven analytical and problem-solving skills and creativity in formulating solutions
- Fundraising knowledge and ability to formulate and implement broad strategic plans
- Ability to think “outside the box” and think creatively about new opportunities
- Demonstrates teamwork, leadership, managerial and administrative skills
- Client-centred decision-making which embraces the diversity of CMHA NWV clients
- Excellent organizational skills and an ability to manage multiple tasks and conflicting objectives and effectively delegate
- Strategic thinking with the ability to conceptualize the business requirements of the organization
- Politically astute; able to recognize "hot" issues and deal effectively with them
- Possesses a thorough knowledge of and commitment to the values of not-for-profit organizations in general and values the involvement of volunteer leadership
- Working knowledge of financial control systems and procedures

Qualifications:

- University degree in a related field
- Five or more years of managerial, supervisory, and financial control experience in the community social services sector
- Demonstrated and in-depth working knowledge of community-based programs and services, funding sources, community relations and Board relations
- An understanding of psychosocial rehabilitation and recovery from mental illness

We are an equity employer and encourage applicants from women, persons with disabilities, members of visible minorities, First Nations, Inuit, and Metis people, people of all sexual orientation and genders and others who may contribute to our further diversification.

How to Apply:

Please submit a cover letter and resume detailing your experience, qualifications, and salary expectations to:
CMHA NWV Board of Directors c/o Tianna Maehara, tianna.maehara@cmhanorthshore.ca