



Job Title: Interim Executive Director
Term: Four months
Application Deadline: July 12, 2018

Email boardpresident@lprc.ca to apply
Include a cover letter and resume
Only applicants selected for an interview
will be contacted

Reports To: Board of Directors
Location: Kelowna, BC

Living Positive Resource Centre is recruiting for an Interim Executive Director for a contract position not exceeding four months. A permanent position will be posted during that period. The successful candidate for the interim position will be eligible to apply for the permanent position.

Position Purpose: The Executive Director is responsible for establishing and executing major goals and objectives for the Society through implementation of policies established by the Board of Directors.

Mission of the Organization: To provide prevention, education, and support services, with a focus on wellness, to anyone living with, affected by, or at risk of HIV, hepatitis C, or other blood-borne infections. Please refer to the [LPRC Website www.lprc.ca](http://www.lprc.ca) for further information on programs and services.

Job Summary: The Executive Director is responsible and accountable for providing leadership in all aspects of the operation of the Living Positive Resource Centre.

- To ensure that the strategic objectives and operational plans of the organization are carried out
- To provide effective and efficient delivery of services within the organization's mission and mandate.

Key Areas of Responsibility:

- Initial focus on assisting the board carry out strategic plan
- The Executive Director may, at any time, step in and assist with or lead all front-line services when employees are otherwise engaged
- Represent the organization to regulatory bodies, other agencies, community and civic organizations, donors, funders, key stakeholders, and the public.

- Leadership of human resources including staffing plans, recruitment and performance reviews
- Resource acquisition and allocation
- Program development
- Communications and relationships with other key stakeholders such as government agencies, community agencies, regional health boards
- Financial management, including maintaining financial records and ensuring operations expenses meet existing funding
- All activities related to fund development

Duties Include:

- Writes successful grant applications and establishes positive relationships with funders and donors
- Acts as primary Society negotiator of contracts
- Ensures Society employment policies are up-to-date and congruent with the agency mission and goals
- Provide regular on-call coverage
- Monitor government legislation, trends, programs, needs, and resources as well as community needs and resources
- Works with the Board of Directors on governance policy issues by providing support and initiating approved recommendations or actions, and recommending changes to policies and procedures that would improve the organization.
- Develop, implement, and review all necessary procedures including a consistent, ongoing, process of employee supervision and evaluation as per the Policy and Procedures and Collective Agreement
- Attend and participate in Board, executive, and other committee meetings as required.
- Submits all information, reports, and records as requested or required by law or contract to government bodies, funders, or the Board of Directors
- Initiates and directs the development of outcome evaluation processes that meet the needs of funders and/or the organization
- May include recruitment of volunteers

Qualifications: Education/Training:

Minimally, a Bachelor's degree in a relevant discipline, combined with at least three to five years of experience in a management position responsible for the development, implementation and evaluation of operational and strategic plans.

Competencies:

Leadership, Communications, Lifelong Learning, Stakeholder Focus, Conceptual Skills, Cultural Competency, understanding of Trauma Informed Practice, Results Management, Resource Management and Compliance Focus appropriate to the needs of the Living

Positive Resource Centre

Knowledge, Skills and Abilities:

- Working knowledge of Unionized employees, Collective Agreements and Labour Laws
- Proven experience in non-profit community based settings, particularly with a volunteer board of directors/professional staff model
- Working knowledge with respect to harm reduction and its various approaches
- Clinical knowledge of HIV/AIDS, HCV, STBBIs and related issues
- Familiarity with issues related to substance use, mental health, and harm reduction practices
- Understanding, familiarity, and sensitivity to issues impacting LGBCTTQII+ communities and individuals
- Experience in grant writing
- Highly developed interpersonal skills for effective communication with service users, staff, volunteers, professionals and community colleagues
- Excellent writing abilities with strong creative skills
- Demonstrated ability to maintain clear precise records, very well organized with good time management skills
- Sensitive to issues of diversity with practical experience with marginalized communities
- Ability to take direction and work effectively in a very demanding work environment
- Receptive to professional development and evaluation
- Demonstrated financial management skills