

Position Specification

Executive Director

Calgary, AB

Confidential



MAKING CHANGES

Advancing futures for women. **TOGETHER.**



Advancing futures for women. TOGETHER.



makingchangesassociation.ca

COMPANY DESCRIPTION

*1 in every 5 women feels stuck, unable to get a job or move forward with their lives.
Making Changes Association is here to help.*

Making Changes Association (“Making Changes”) is passionate about helping women and teen girls going through life transitions to overcome barriers, open doors and create their own paths. Over the years, thousands of clients have found their way to the organization – each with their own unique story. For some, it’s as they prepare to re-enter the workforce or as new-to-Canada residents, while others find the organization because their lives took an unexpected turn. When they come to Making Changes, they regain their confidence, feel hope again and leave with a smile on their face.

For over 30 years, Making Changes Association has been integral to Calgary’s “women-helping-women” network. With over 100+ referral partners and 250 committed volunteers, they are making a huge difference. Their vision is to empower women so they can make meaningful contributions to the community. Making Changes opens doors to employment and education for women and teenage girls and helps them develop the confidence to step through these doors in the direction they desire. Making Changes delivers four main programs that are heavily supported with the commitment and passion of over 250 volunteers and their donors. These programs include the Dress for Success, My Best Friend’s Closet, Employment and Life Skills, and Women in Technology.

Their **Vision**: Empowering women to make meaningful contributions to the community.

Their **Mission**: Making Changes is a community of women helping women and their families through life transition by providing them with the skills and resources to support their pursuit of meaningful work and educational opportunities.

Their work is guided by the following:

Principles

- Celebrating women
- Positively changing lives
- Thriving together

Organizational values

- **Belonging**: Feeling of being part of a group and included; Everyone is welcome and deserving of support
- **Self-Worth**: Feeling & knowing that you are contributing and bringing value to the groups you belong to
- **Possibility**: Outside of the box thinking, not defining by limitations but rather by potential
- **Compassion**: Non-judgmental support, with an appreciation for different circumstances
- **Respect**: Considerate of everyone’s opinions, values and culture

To learn more about their programs and organization, visit makingchangesassociation.ca



Scope and Responsibilities

The Executive Director is the leader of Making Changes and is responsible for ensuring the organization's vision and mission, set by the Board of Directors, is achieved. The incumbent will be strategic and growth oriented and be an inspirational leader.

The Executive Director holds primary responsibility for strategic and operational planning, fund development, talent management, and marketing. This is an exciting time for the organization, now stable, re-branded, and delivering clear, quantifiable impacts in the community, the Executive Director will lead the next phase of growth and expansion, ensuring programming is relevant and current.

Specific Responsibilities

This is a critical role in Making Changes' continued success and growth. The role is accountable for the following:

- Engaging program managers and staff in program delivery evaluation and service improvement opportunities;
- Sourcing new funds and expanding and deepening community partnerships;
- Managing the relationship with Dress for Success Worldwide and Dress for Success, Canada Foundation;
- Building relationships and communication with external parties; and,
- Being a champion in the community to strengthen MC's brand in the community.

Additional Responsibilities include:

Leadership:

- Actively engage with the Board of Directors in developing and implementing a vision, strategic plan, and scorecard to guide the organization;
- Continue developing and engaging the team in a collaborative, engaging, mission focused culture;



- Ensure a strong succession plan is in place;
- Act as an informed advisor to the Board of Directors on all aspects of the organization's activities;
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization;
- In tandem with the Chair of the Board of Directors, act as spokesperson and community presence for Making Changes;
- Represent the organization with passion and professionalism at community activities to enhance the community profile of Making Changes;
- Direct the strategic and operational activities of Making Changes in accordance with the mission, goals, and values of the organization; and,
- Attend all meetings of the Board of Directors as an ex-officio member of the Board.

Financial Planning, Management & Fund Development:

- Work with the Finance Manager and Board of Directors Finance Committee to prepare a comprehensive budget;
- Work with the Board to secure adequate funding for the operation of the organization;
- Oversee and fundraising efforts, including Making Changes events like the YYC Chic Gala;
- Research funding sources, oversee the development of fundraising plans, and write fundraising proposals to increase funds of the organization;
- 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;
- Approve expenditures within the authority delegated by the Board;
- Provide the Board with comprehensive, regular reports on the revenues and expenditures of the organization;
- Ensure the organization complies with all legislation covering taxation and withholding payments; and,
- Manage, build, recognize, and steward relationships with past, current, and potential funders to increase funds for the organization.

Operational Planning & Management:

- In conjunction with the Program Managers, develop an operational plan that incorporates goals, objectives, and outcomes that work towards achieving the strategic plan of Making Changes;
- In conjunction with the Program Managers, develop new initiatives to support the strategic direction of Making Changes;
- Oversee the delivery of services among the Dress for Success, the Employment and Life Skills Program, My Best Friend's Closet, and the Women in Technology programs to increase effectiveness & efficiency;
- Monitor the day-to-day delivery of Making Changes programs and services to maintain and improve quality;
- Ensure the activities of Making Changes and its programs operate within the defined policies and procedures;
- Ensure the activities of Making Changes and its programs comply with all relevant legislation and professional standards;
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate;
- Ensure that personnel, participant, donor, and volunteer files are securely stored and privacy/confidentiality is maintained; and,
- Monitor and evaluate the successes and challenges of Making Changes and its programs, and recommend improvement opportunities where appropriate.

Human Resources

- In consultation with the Board of Directors, determine the staffing requirements for organizational management and program delivery;
- Oversee the implementation of the human resources policies, procedures, and practices for all staff;



- Establish a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations;
- Recruit, interview, and hire staff that have the right technical and personal abilities to help further the organization's mission;
- Ensure that all staff receive an orientation to the organization and that appropriate training is provided;
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review;
- Coach and mentor staff to improve performance; and,
- Respond to any concerns with staff when necessary using appropriate techniques, and release staff when necessary using appropriate and legally defensible procedures.

Administration

- Disseminate all relevant correspondence to Board and staff;
- Ensure all board relevant information is disseminated in a timely manner;
- Manage the implementation of policies and advise for revisions when required; and,
- Maintain and update current administrative procedures.

Community Relations

- Communicate with stakeholders such as volunteers, donors, community partners, and the community at large to keep them informed and engaged in the work of Making Changes;
- Establish collaborative working relationships with community groups, funders, politicians, and other organizations to help achieve the goals of Making Changes; and,
- Support the Program Managers / Coordinators with fostering current and new relationships.





Desired Candidate Abilities, Background And Experience

Given the role this individual will play in Making Changes continued growth and success, it is essential that the successful candidate possess the following education, experience, and personal characteristics:

Education

- Post-secondary degree in management, social work, or other related field an asset.

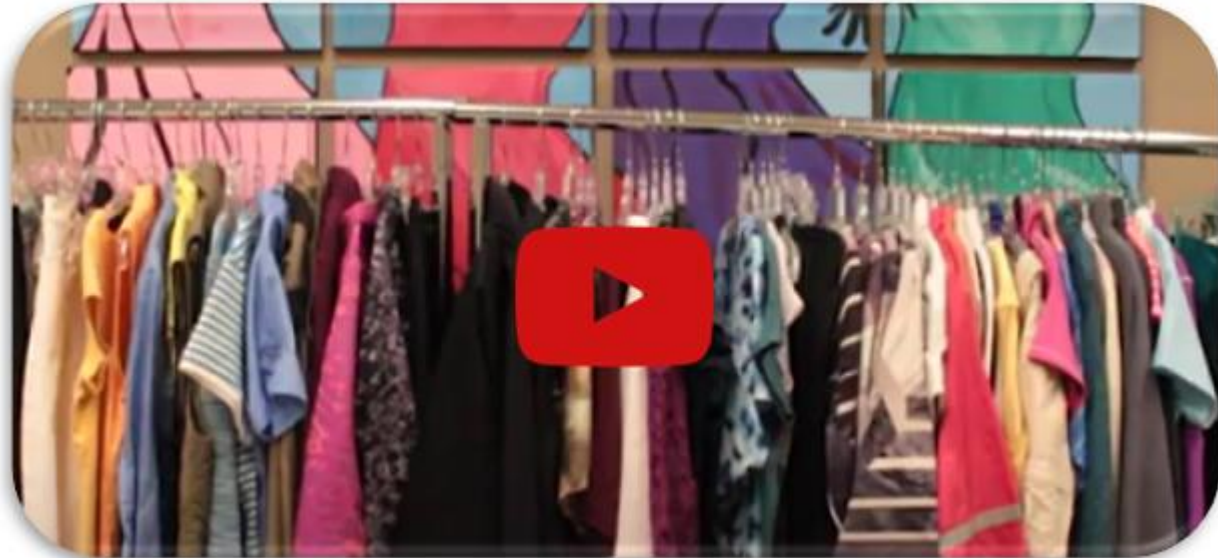
Experience

- Minimum of 5 years of experience in a leadership role with comparable responsibilities and duties;
- Experience in the non-profit sector is an asset;
- Experience in fundraising or business development is highly desirable;
- A demonstrated ability to build a business, program, product line, or service;
- Demonstrated success in driving an organization to thrive in a competitive and changing environment;
- Proven ability to attract and retain resources for the continued success and growth of the organization, including human resources, funding, and in-kind support;
- Prior experience developing and implementing a strategic plan that ensures continuous market and financial growth;
- An operations orientation – the proven ability to create an organization that continuously strives for process improvement and clean measurable impacts;
- An established network with governments and corporations or the proven ability to build strong relationships and networks across industries;

- Prior profit and loss responsibility with strong financial acumen and experience in business operations. This includes the development of budgets, achieving budget requirements, and accurate financial forecasting;
- Prior exposure with employment programs and efforts an asset. A solid understanding of the technology sector and its evolution is preferred; and,
- Demonstrated ability to lead, mentor, motivate, inspire, and engage employees.

Personal / Professional Attributes

- Someone who is passionate about their work and the impact their work has on women's success;
- Someone who is results driven and naturally creates a high performance culture;
- Someone who is innovative and big picture oriented, yet can ensure the details are being attended to;
- Someone who knows when to encourage, and when to push and challenge the team;
- Someone who is exhilarated by a challenge;
- Someone who is charismatic, and who inspires and influences others easily; and,
- Someone with strong collaboration skills, the ability to work in a team, and develop interpersonal relationships.



ATTRactions

This role provides an opportunity to join a company that is poised for continued growth. Other attractions include the opportunity to:

- Make an impact and advance and empower women;
- Make an impact locally and be connected globally;
- Lead and create significant growth;
- Gain professional development and career growth;
- Work with a dedicated, energized, strategic, connected, and passionate board of directors;
- Build a brand with a 30 year history that is highly regarded; and,
- Build something that is needed and makes an immediate impact in the community.

Contact Information

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