



**ACCFutures**  
Your Potential is Our Business

## **Executive Director Job Description**

### **Title**

Executive Director

### **Reports To**

The Board of Directors of Cornwall and the Counties Community Futures Development Corporation (o/a ACCFutures)

### **Summary**

The Executive Director reports to the Board of Directors and is chiefly responsible for the organization's consistent achievement of its mission and organizational objectives. The Executive Director's major mandate is to ensure that the organization has a long-range strategy that achieves its mission and makes consistent and timely progress on its goals. Other key responsibilities include program development and administration, allowing optimal use of organizational finances, staff, and resources. This individual will also provide financial leadership by managing budgets and monitoring long-term strategic fiscal plans.

### **Core Competencies**

- Customer Focus
- Communication
- Stress Tolerance
- Teamwork
- Quality Orientation
- Time Management
- Adaptability/ Flexibility
- Creative and Innovative Thinking
- Decision Making and Judgement
- Planning and Organizing
- Problem Solving
- Result Focus
- Accountability and Dependability
- Ethics and Integrity
- Mediating and Negotiating
- Providing Consultation
- Leadership
- Coaching and Mentoring
- Staff Management
- Enforcing Laws, Rules, and Regulations
- Mathematical Reasoning
- Development and Continual Learning



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## **Job Duties**

- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff and carry out projects and policies authorized by the Board.
- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization.
- Work with the Board to ensure that adequate funds are available to permit the organization to carry out its work.
- Manage the development and implementation of an Investment Fund Strategy.
- Manage the efficient and effective administration of the corporation's loan portfolio in accordance with related lending policies and procedures.
- Ensure compliance with monitoring and reporting requirements from funding sources.
- Develop an operational plan that incorporates goals and objectives that work towards the organization's strategic direction.
- Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, information, goodwill, and image and implement measures to control risks.
- See that the Board is kept fully informed on the condition of the organization and all important factors influencing it.
- Represent the programs and point of view of the organization to agencies, organizations, and the general public.
- Maintains official records and documents and ensures compliance with federal, provincial, and local regulations.
- Publicize the activities of the organization, its programs, and its goals.
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization
- Work with the staff and the Board in preparing a budget; see that the organization operates within budget guidelines.
- Administer the organization's funds according to the approved budget and monitor the monthly cash flow of the organization.
- Approve expenditures within the authority delegated by the Board.
- Research funding sources and write funding proposals to increase the organization's funds.
- Determine staffing requirements (volunteer and paid staff) for organizational management and program delivery
- Implement a performance management process for all staff which includes monitoring the performance of staff on an ongoing basis and conducting an annual performance review
- Monitor departmental performance against goals to ensure that progress is being made and take corrective action if necessary.
- Monitor legislation, regulations, policies, and procedures applicable to company operations.
- Other duties as required.



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## Requirements

- University degree in Accounting, Business, or Finance, or equivalent professional experience.
- Minimum of 5 years' experience within a not-for profit organization in leadership positions.
- A strong understanding of commercial lending practices. Ideally, with small business lending experience.
- A demonstrated aptitude for project-based economic development.
- Effective leadership skills, with a strong focus on mentoring and motivation of an employee base of professionals.
- Demonstrated ability to manage key relationships, including clients, business partners, government agencies, and so on.
- Able to identify key issues; creatively and strategically overcome internal and external challenges or obstacles.
- Knowledge of all federal and provincial legislation applicable to voluntary sector organizations, including employment standards, human rights, occupational health and safety, taxation, CPP, EI, health coverage, etc...
- Strong knowledge of fiscal management and responsibility, business finance, capital funding, contracts, and partnerships.
- Sound understanding of risk management.
- Knowledge of personnel policies, practices, and procedures.
- Effective attention to detail and a high degree of accuracy.
- High level of integrity, confidentiality, and accountability.
- Sound analytical thinking, planning, prioritization, and execution skills.
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills.
- Experience creating and managing budgets for a large, distributed organization.
- Able to effectively communicate both verbally and in writing.
- Possess an entrepreneurial mindset and experience.
- Those with strong understanding of Akwesasne, Cornwall, and SDG Region considered an asset.

## Working Conditions

- Valid Drivers License
- Travel required (primarily local with infrequent travel outside the region; conferences, Network meetings).
- Ability to attend and conduct presentations.
- Manual dexterity is required to use desktop computers and peripherals.
- Overtime as required.



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**Job Posting – Executive Director**

ACCFutures requires a new Executive Director to report to the Board of Directors and is chiefly responsible for the organization's consistent achievement of its mission and organizational objectives. The Executive Director's principal mandate is to ensure that the organization has a long-range strategy that achieves its mission and makes consistent and timely progress on its goals. Other key responsibilities include program development and administration, allowing for the optimal use of organizational finances, staff, and resources. This individual will also provide financial leadership by managing budgets and monitoring long-term strategic fiscal plans.

The current starting annual salary range for this position is \$78,632 to \$98,290 commensurate with experience. Compensation also includes a performance bonus, competitive benefits package, and membership in OMERS.

Please submit your application prior to **4:00 pm on January 21<sup>st</sup>, 2022**, to [recruitment@mycommunityfutures.ca](mailto:recruitment@mycommunityfutures.ca).

We thank all candidates for their interest; however, only those selected for an interview will be contacted. We are an equal opportunity employer and support applicants with disabilities. Accommodations are available upon request throughout the recruitment process. Please email your request or call (613) 932-4333 x 1. Due to COVID-19, interviews are expected to take place by Zoom.