



Executive Director

Position Profile

April 2023

- **Responsible to:** JustWork Board of Directors
- **Direct Reports:** Operations Coordinator, Grants Manager, Employee Support Worker, Enterprise Managers
- **Location:** Vancouver, BC
- **Hours:** up to 35 hours per week

At **JustWork**, we aspire to be a part of a healthy community where people are meaningfully and gainfully employed and where business practices embrace an ethical, social mandate. We recognize that some people are consistently excluded from employment because of the challenges they face. Funded via various foundations, businesses, churches and individual donors, JustWork offers **dignified, meaningful work opportunities for people facing multiple barriers to employment** through operating social enterprises.

Our approximately 20 part-time employees contribute their skills and gifts through our social enterprises: **JustCatering** has offered events catering since 2009, and **JustPotters** has sold beautiful, handcrafted ceramic pieces since 2006, and offers a range of pottery classes. The flexible nature of our work allows our employees to overcome their challenges and flourish in life over the long term. JustWork is rooted in the Christian tradition and our offices are located at Grandview Church. Read more about our history [here](#).

Our values are:

- **Empowerment:** Everyone has something to give. We entrust people with work opportunities, encouraging their gifts and empowering them to do meaningful work that benefits their community.
- **Mutuality:** We rely on each other - Everyone plays a role as we co-create a more caring and just workplace and community.
- **Stewardship:** Honouring the gifts we've been given. We honour our relationships and resources by caring for our employees, providing quality goods and services to our clients, cultivating fiscal responsibility, and striving for environmental sustainability.

Scope and Accountability

The Executive Director (ED) has a broad scope of responsibility and accountability for all JustWork's activities, including annual revenue and expense targets, and achieving annual

goals and objectives of social enterprises and the charitable society. The ED, in collaboration with the grant manager and operations coordinator, is accountable for building JustWork’s fundraising capacity through extensive and creative engagement of donors such as foundations, churches, businesses and individuals. Finally, the ED is responsible for working with Board members, managers and employees to develop and implement the strategic plan.

The Executive Director is responsible for:

Area of Accountability	Description <i>Please note this is not an exhaustive list of duties but an overview of the type of accountabilities the Executive Director is expected to fulfill</i>
People	<ul style="list-style-type: none"> ● Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations ● Maintain a performance management process for all staff which includes overseeing the performance of managers and staff on an on-going basis, providing coaching and mentoring as applicable, and conducting annual performance reviews for managers ● Oversee the organization’s hiring plans and provide support into recruitment activities and employment-related decisions
Strategy and governance	<ul style="list-style-type: none"> ● Understand Board accountability and collaborate effectively with the Board ● Implement the strategic plan to guide the organization and develop the business, updating the plan annually in collaboration with the Board of Directors
Operations	<ul style="list-style-type: none"> ● Oversee the efficient and effective day-to-day operation of the organization, providing hands-on support where required ● Oversee implementation of employee policies
Fundraising	<ul style="list-style-type: none"> ● In collaboration with the Board, develop fundraising and donor engagement plans ● In collaboration with the Board and the grants manager, secure adequate fundraising for the operation and growth of the organization
Business Development	<ul style="list-style-type: none"> ● In collaboration with the Board create and execute a plan to develop the business
Financial	<ul style="list-style-type: none"> ● Work with the Board (Treasurer) to prepare a comprehensive annual budget

	<ul style="list-style-type: none"> • Ensure that sound bookkeeping and accounting procedures are followed • Ensure all relevant documents required by government authorities are completed and filed (accounts, tax & WCB etc.)
Community relations/ advocacy and engagement	<ul style="list-style-type: none"> • Coordinate the promotion and representation of the organization in the community (churches, business, conferences and special events) and act as primary spokesperson for the organization • Develop relationships with other social enterprises and non-profit organizations working in similar fields to advance our mission
Risk management	<ul style="list-style-type: none"> • Inform the Board of any risks or significant changes to the organization and advise on material trends and issues • Identify and evaluate the risks to the organization's people (clients, staff, management, and volunteers), property, finances, goodwill, and image, and implement measures to control risks

The ideal candidate will serve the organization by continuing to develop our capacity to offer meaningful employment by building and stewarding our partnerships with businesses, churches, foundations, customers and employees, and communicating the values and goals of the organization. They will possess a combination of the following skills, knowledge, experience.

Experience

- Experience leading teams (as an executive director would be considered an asset)
- Experience working with people from vulnerable or marginalized populations, and an understanding of the social implications of “barriers to employment”
- Business growth, fundraising and/or operational experience (experience within the corporate or public sector considered an asset)
- An equivalent combination of education, training and experience of the above may be considered

Skills and Knowledge

Ability to:

- Think strategically and build consensus around a vision and execute a strategy to realize organizational goals
- Work within a team setting, with an emphasis on leadership, self-initiative, patience, empathy, maturity and good communication skills
- Work in an environment where a diversity of people and situations is encountered
- Act and lead in an entrepreneurial way
- Network and build strong partnerships, representing the organization in the community
- Manage donor relations

- Demonstrate strong verbal and written communication skills, effective listening and conflict resolution skills, and organizational skills

The successful candidate must:

- Obtain a Criminal Record Check in accordance with the *Criminal Records Review Program*.
- Hold a valid BC driver's license, and clean driving record

Education

- A university degree, with a background in business, finance and/or community development (or equivalent experience).

Other Requirements

Applicants must be legally entitled to work in Canada.

To Apply

Please submit your resume and cover letter in PDF or Word format (.doc) to the Executive Director Search Committee Chair at board@justwork.ca. We thank all candidates for applying, however, only those selected for an interview will be contacted.