

Job Description

Executive Director, Community Futures Mt. Waddington

CORE DUTIES

A) HUMAN RESOURCES

The management of all staff (regular, temporary, project and contract staff)

Standard:

To effectively manage all human resources to maximize their contributions to CFMW

Objectives:

- i. Hire and train staff as needed.
- ii. Manage staff workloads as required
- iii. Develop/maintain job outlines and performance documents for all staff.
- iv. Monitor staff workloads.
- v. Manage staff work and vacation schedules.
- vi. Complete annual performance reviews and Employee Development Plans for all regular employees.
- vii. Annually assess benefit programs.

B) FINANCE

The management of all expenditures, assets and revenue streams for CFMW

Standard:

To effectively manage all revenues, expenses and assets of CFMW

Objectives:

- i. Work with CFMW Comptroller to prepare and monitor annual program budgets.
- ii. Develop the annual Operating Plan
- iii. Review and approve program expenditures, inter-account transfers and monthly reconciliations
- iv. Approve Electronic Funds Transfers
- v. Monitor and manage costs within allocated program funding.
- vi. Manage operations within the overall budget.
- vii. Set financial and quality performance measures for the loan portfolio consistent with the Board's annual strategic plan.
- viii. Monitor "funds available" reporting to insure sufficient loan funds and address idle funds issues.
- ix. Assist with the annual audit process.
- x. Identify new sources and maintain existing sources of non-WED revenue.

C) LENDING PROGRAM

The effective management of CFMW's lending program, including its asset base, policy governing lending and processes used in the lending process.

Standard:

To ensure that CFMW lending is maximized within sustainable criteria.

Objectives:

- i. Attend Loans Review Committee meetings
- ii. Ensure Loans Review Committee maintains sufficient members to provide relevant guidance and feedback into loan decisions
- iii. Work with Loan Program staff to assess loan applications to ensuring that they meet the CF mandate, that there is sufficient security and that the business will be stable over the life of the loan
- iv. Ensure Loan Program staff have sufficient training to undertake their responsibilities
- v. Monitor Loan Fund accounts to ensure sufficient funds are available to maintain lending within the region
- vi. Liaise with CFLIP administrators as required
- vii. Liaise with other CF Managers as required

D) BOARD RELATIONS

The effective management of the flow of historical and current information and advice to the Board, and from the Board to staff and others as needed

Standard:

To provide information to the Board and to disseminate information from the Board to the staff and others that need to know in a timely manner

Objectives:

- i. Coordinate with staff to prepare reports/documentation for the Board and committees on items to be reviewed/acted upon at Board and committee meetings.
- ii. Assist the Board with preparing an annual strategic plan.
- iii. Report to the Chair or his/her delegate critical and key issues that arise.
- iv. Develop/maintain a framework for board member orientation/development.
- v. Maintain a "CFMW Membership" group, making recommendations to the Board on potential new members.
- vi. Identify potential new Board members as needed to maintain a satisfactory, geographically representative Board quorum.

D) COMMUNITY RELATIONS

The development and nurturing of communications and relationships within the community

Standard:

To proactively establish and sustain effective relations with agencies, clients and other stakeholders within the community

Objectives:

- i. To target organizations, communities and First Nations and develop strategies that will contribute to new opportunities for economic and community development.
- ii. To be proactive in seeking opportunities and delivering presentations which profile CFMW.
- iii. To establish and maintain important communication links between CFMW's partner organizations and CFMW.

E) PROGRAM DELIVERY AND ADMINISTRATION

To manage resources in the effective delivery of programs

Standard:

To deliver in an efficient, cost-effective and successful manner all programs administered by CFMW

Objectives:

- i. To annually assess programs (Lending, Training, Self-Employment, other services) and implement changes as necessary.
- ii. To proactively pursue opportunities to deliver new programs that will benefit CFMW's communities.

G) MARKETING

To establish an effective annual marketing plan and tools

Standard:

To successfully execute the marketing plan

Objectives:

- i. To inform the community of CF's programs, products and services.
- ii. To enhance CF's position in the community.