

Job Posting: Executive Director
Posting Date: September 4, 2024

About Spectrum

Spectrum is an organization that serves, affirms, and supports the well-being of 2SLGBTQ+ individuals in Waterloo Region and the broader community through peer support, community partnerships, education and training, resources, and events.

About the Role

The Executive Director of Spectrum, reporting to the Board President, is the chief executive officer, providing leadership in identifying priorities and objectives, directing staff and volunteers, supporting committees, and working to ensure Spectrum's financial and organizational viability, as well as managing various day-to-day administrative and operational tasks. This position is hired and evaluated by the Board of Directors and provides a monthly report to the Board of Directors.

Scope of Work

Under the general supervision of the Board of Directors, the Executive Director is responsible for the overall leadership and management of the organization. Your leadership includes overseeing planning, oversight and supervisory duties related to the following Spectrum operations: financial management, administration, grants and contract management, human resources, development, communications, community and government relations, outreach, collaborations, and facilities.

The ED will lead, coach, and develop a high-performance team, ensure programmatic excellence, and foster a collaborative and professional work environment. Additionally, they plan, organize, and direct the day-to-day programmatic and fiscal functioning, working with staff, contractors, the Board and volunteers to implement the strategic goals of the organization.

The ED will provide the Board of Directors with monthly updates on key issues affecting the organization and will attend regularly scheduled Board and staff meetings.

Job Responsibilities

Essential Duties and Responsibilities

- Provide strategic and direct management of overall operations for program services (as outlined above), and implementation of the organization's long-term plans
- Oversee all finance and accounting functions – including working with our Treasurer and contractors handling bookkeeping, financial reporting, payroll, accounts payable and receivable, and annual audit process
 - Develop and manage the organization's budget and financial strategies and cash flow projections
 - Monitor expenditures; identify, analyze and address variances

- o Manage grant contracts with all levels of government and private and foundation funders
- Implement appropriate system improvements, policies, procedures and audit recommendations
- Supervise fundraising and resource development strategies and activities
- In collaboration with the Fundraising and Events Coordinator, oversee compliance with all grant contracts and funding guidelines
- Oversee Human Resources, ensuring the policies and procedures are up to date
- Ensure adequate staffing in accordance with program budgets and personnel policies (including hiring, training, staff development and evaluation)
- Develop and steward relationships with Spectrum partners, funders, and supporters
- Work with staff, the Board and its Fundraising and Development Committee to support fundraising efforts and strategies (grants, special events, individual giving, etc.) and expand revenue opportunities
- Represent Spectrum in the community and with the media. Build vibrant community partnerships and serve on appropriate community committees with grassroots activist/coalitions, policy makers and community leaders
- In partnership with the Board of Directors, chart strategy and leverage resources for the continued development of the organization and its staff
- Attend Board meetings and report on program status, successes, challenges, and any needed support
- Other duties as assigned by the Spectrum Board of Directors

Program Development, Implementation, & Evaluation (65%)

- Responsible for development, implementation, and evaluation of Spectrum’s programs and projects, ensuring they carry out the organization’s mission
- Evaluate current programming for effectiveness, identify knowledge gaps and challenges to robust program work, and create tools, enact policies, and establish procedures that address those gaps and challenges
- Responsible for managing all grant funded projects, and filing timely progress reports
- Review grants and determine best fit for program development; work with the Fundraising and Events Coordinator to place those grants in the larger context of the organizational fundraising plan
- Participate in the strategic planning process
- Participate in meetings, committees, and group work that enhances the Spectrum mission, programs, and projects, including the Executive Committee, Financial Management Committee, Human Resources Committee, EDI Committee, and Fundraising and Development Committee
- Serve as Spectrum’s spokesperson to members, media, and the general public; work with Training and Communications Coordinator to ensure delivery of consistent messaging (especially as it relates to Spectrum programs and projects)
- Represent at conferences, meetings, and in the public sphere

Staff Management (20%)

- With the HR Committee, develop and utilize standard tools to recruit, hire, and evaluate staff and volunteers
- Meet regularly with staff and provide the leadership and direction needed to ensure they have what they need to perform their duties successfully and represent Spectrum effectively
- Plan and support staff professional development and team building; prioritize professional development goals for the staff team
- Timely review, approval, and submission of timesheets to accountant
- Establish and follow employment and administrative policies and procedures for all functions and for the day-to-day operation of the organization
- Evaluate current personnel and staff team processes for effectiveness; identify knowledge gaps and challenges to team identity, office efficiency, and a positive work culture; create tools, enact policies, and establish procedures that address those gaps and challenges
- With the HR Committee, oversee all HR concerns for Spectrum, including health benefits packages, payroll concerns, grievance reports, and tax forms
- Ensure Spectrum has appropriate insurance coverage for all venues, BOD coverage, and special events, and WSIB
- With the Fundraising and Events Coordinator, oversee grant opportunity tracking, writing, and reporting
- Hire staff, solicit volunteers, and evaluate work performance to build strong and effective program and project teams

General Operations & Administration (15%)

- Meet regularly with Spectrum team members to coordinate the day to day operations of the organization
- Oversee office operations and administrative systems, and ensure they are efficient and up to date
- Act as one of the organization's signing officers
- check and review/approve contracts and memoranda of understanding

Qualifications

- A post-secondary education in a relevant field
- At least five years of experience working in the charitable and/or not-for-profit sector
- Senior nonprofit management experience demonstrating leadership skill and expertise
- Experience in organizational strategic planning and program development
- Demonstrated leadership skills including task oversight and facilitation, staff collaboration, and volunteer motivation
- Excellent time management, organizational, and administrative skills
- Established background in recruiting, training, managing, and evaluating staff and volunteers
- Strong written and oral communication skills with public speaking experience

- Ability to communicate and collaborate effectively across a wide spectrum of audiences and demographics
- Ability to effectively prioritize personal and staff capacity to meet changing needs
- Proficiency in general office tools such as word processing, electronic communications, and database management
- Demonstrated knowledge of and commitment to 2SLGBTQIA+ issues
- Personal qualities of integrity, credibility, and a commitment to Spectrum's mission
- Commitment and connection to Waterloo Region
- Willingness and ability to travel within Waterloo Region, and beyond as necessary

Salary and Benefits

- \$75,000-\$80,000
- 80% covered health benefits package for the employee, including vision and dental insurance.
- Paid holiday, vacation, and sick time accrual schedule.
- Flex-time negotiable.

To apply, please submit an up-to-date resume and cover letter to hr@ourspectrum.com ATTN: Catherine Harrington. Due to the high volume of applications, **only those selected for an interview will be contacted.**

Spectrum aims to provide a diversity-friendly work environment and particularly encourages people of all ethnicities, genders, sexualities, cultural backgrounds, abilities, and beliefs to apply. Accommodations throughout the hiring process are available; to discuss accommodations, please contact Human Resources.