



**Chief Executive Officer  
Position Overview  
October 2020**

<b>Position title</b>	<i>Chief Executive Officer</i>
<b>Reports to</b>	<i>Board of Directors</i>
<b>Area of work</b>	<i>Administration</i>

YWCA Banff is a community-based, organization with over 100 years of experience in Banff and the Bow Valley. Governed by a volunteer Board of Directors, our organization shapes a safe, inclusive community that empowers women and girls in support of our vision for a thriving, equitable society.

The YWCA is funded through grants, donor support and social enterprise revenue from the YWCA Banff Hotel.

As the face of the YWCA, the Board is seeking a Chief Executive Officer who is an innovative, entrepreneurial, inspiring leader with a breadth of experience to draw from. The CEO will be responsible for building and maintaining new and existing relationships with funders, donors, the community and agency partners. This dynamic leader is responsible for ensuring positive outcomes for clients, staff and community through the effective delivery of programs and services; cultivating a professional and healthy employee culture that promotes a high level of engagement and ensuring financial and operational outcomes to support the achievement of the strategic priorities of the Board. The CEO also plays a lead role as the main representative of the YWCA in the community, building effective community relationships and advancing resource development goals.

YWCA Banff is well positioned for the future and the team prides itself on being agile, curious, dedicated and professional.

**Duties and responsibilities**

**SPECIFIC RESPONSIBILITIES**

**The CEO is responsible for all aspects of the organization listed below and for any associated responsibilities that arise as part of this role.**

### **Board Relations**

- Provide Board with all relevant information and corresponding documents required to exercise their responsibilities including but not limited to financial, risk management, asset protection, human resources, and communication reports.
- Work collaboratively with the Board to ensure the organization has a relevant vision and strategic plan to guide the organization.
- Through monthly reporting, provide the Board with relevant updates to support the governance policy structure, goals and objectives identified in the annual Operating Plan for the organization.
- Maintain strong relationships with the Board working through sub-committee work, meetings, events and fund development.

### **Planning**

- Provide leadership to the Board and staff in identifying program and service gaps in the community that are in alignment with YWCA strategic priorities.
- Participate in the YWCA Canada Peer Support System and ensure YWCA Banff meets the required membership commitments of the YWCA movement.
- Develop an annual Operating Plan to support the strategic priorities of the organization.

### **Talent and Culture**

- Maintain an update Talent and Culture program to align with organization values and outcomes, for a professional and healthy workplace.
- Maintain an Occupational Health and Safety program that reflects all current legislation and exceeds expectations for a safe and healthy workplace for all staff.

### **Financial Management**

- Collaborate with the Board Finance Committee to present an annual operating and capital budget informed by Board Financial policy and organizational goals.
- Maintain a robust resource development program to support the operation and growth of the Association. The CEO will play a lead role in resource development and donor relations.
- Ensure scheduled reviews of financial performance and analysis of the YWCA's financial position are accurate and reported to the Board at monthly meetings or as required.

- Manage effective cash flow and ensure that investments, banking, and cash management are carried out within approved policy and government legislation.
- Maintain a dynamic asset management plan that informs capital budget.
- Lead annual audit in collaboration with Director of Finance.

### **Service Delivery**

- Client services and programs will incorporate best practices in planning, delivery and evaluation, in alignment with strategic priorities, guiding principles and logic model outcomes.
- Develop an organization wide evaluation plan for the YWCA to ensure consistent, accurate data and information to support decision making, communications and resource development.
- Seek opportunities to partner or collaborate with agencies in support of stronger outcomes.

### **Policies and Procedures**

- Ensure the YWCA of Banff is in compliance with all laws, regulations, and agreements and communicate any new or revised Board approved policies to the staff in a timely manner
- Ensure YWCA Banff is managed according to the bylaws and obligations to YWCA Canada and recommend changes to the Board and YWCA Canada

### **Facility Management and Development**

- Ensure annual capital improvement plan is in place in alignment with budget and policies.
- Provide leadership and oversight for capital development projects.

### **Risk Management**

- Maintain a risk management review program to identify, evaluate and manage risks, to people, property, facilities, finances and reputation.
- Ensure the YWCA maintains a comprehensive insurance program to address all personal, program and facility liabilities.
- Ensure ongoing development of safety programs, including disaster preparedness.

## **Leadership & Communications**

- Take an active leadership role to maintain and enhance public image and effective working relationships with agencies, donors and community members.
- Reinforce the reputation and profile of the YWCA through a proactive media and community communication policy.
- Develop effective relationships with the municipal, provincial, and federal jurisdictions to ensure the association is meeting the needs of the community
- Establish working relationships with community agencies, government and private sector companies.
- Ensure the YWCA of Banff maintains a positive relationship with YWCA Canada by fully participating in national agendas and directives.

## **Position Qualifications:**

- Advanced degree in business, human services, business, health care or related field, and/or equivalent work experience
- Minimum of 5-years senior management experience in the not-for-profit, government or business sector. Experience in the for-profit commercial business sector would be an asset.
- A current understanding and knowledge of women's issues and anti-oppression practice.
- Knowledge of Indigenous issues and a practical understanding of the Truth and Reconciliation Commission of Canada's Calls to Action.
- Demonstrated knowledge of applicable legislation and regulations governing non-profit charities, social service practice, occupational health and safety, employment standards, and policy issues.
- An understanding and passion for the vision, mission and guiding principles of YWCA Banff.
- Exceptional knowledge of strategic planning, research, and evaluation techniques.
- Demonstrated financial acumen and experience developing and managing a budget of \$4 M.

- Demonstrated knowledge and experience with resource development in the social - profit sector.
- Proven public relations track record with excellent written and oral communication skills.
- Demonstrated ability to work effectively with a Board of Directors.
- Strong character that reflects integrity, trustworthiness, transparency and compassion.
- Superior written, oral communication and interpersonal skills providing highly articulate, constructive, meaningful and timely communications with internal and external stakeholders.
- Demonstrated ability to foster a healthy team-based, productive workplace through excellent knowledge and application of HR practices and a participative management style.

### **Working at the YWCA**

The YWCA offers a competitive benefits and compensation package and encourages training and personal development for all employees.

As part of our commitment to a healthy workplace and residence, the YWCA responds to any incident of harassment or inappropriate behaviour in a timely and professional manner with effective response processes and other resources.

YWCA Banff is an equal opportunity employer. Our organization cultivates a diverse, inclusive environment in line with our commitment to building a thriving, equitable society for everyone.