



**Canadian Mental
Health Association**
Gowichan Valley

JOB OPPORTUNITY

Executive Director Canadian Mental Health Association: Cowichan Valley Branch Duncan, BC

Job Summary:

The Cowichan Valley Branch of the Canadian Mental Health Association (“CMHA-CVB”), a non-profit organization, is seeking an Executive Director. The Cowichan Valley Branch of the Canadian Mental Health Association (“CMHA-CVB”), is an independent society acting within a federated model and operating in the context of the nation-wide Strategic Plan for the Canadian Mental Health Association.

CMHA-CVB is in a unique position of rebuild and is looking for someone who will actively work alongside the Board of Directors to positively move the organization forward in a transparent and respectful way that mirrors the Board's current strategic plan. The Branch operates a variety of programs which can be found on our website at: www.cowichanvalley.cmha.bc.ca. The Branch provides community education and advocacy aimed at the promotion of mental health and supporting individuals with mental illness and their families.

The Executive Director is responsible to provide effective leadership for the direct oversight of branch programs and services, to develop respectful community and funder relationships and to provide professional advice to the Board of Directors to develop and implement the Strategic and Operational plans, policies and procedures.

Duties and Responsibilities include but are not limited to:

Leadership - Work closely with the National organization, the BC Division, and other branches to implement shared goals and to build and strengthen the organization's capacity to respond to community need and promote mental health for all.

Community relations/advocacy - Establish good working relationships and collaborative arrangements with community members, Indigenous communities and leaders, funders, politicians, community groups and other organizations to help achieve the goals of the organization. Communicate with stakeholders to understand and implement community needs, to keep them informed of the work of the organization and to identify changes in the community served by the organization.

Operational planning and management - Oversee the efficient and effective day-to-day operation of the organization and to ensure proper administration of all record keeping, including those relating to client files, programs, finances, budget and operational areas.

Program planning and management - Oversee the planning, implementation and evaluation of the organization's programs and services and ensure that the programs and services offered by the organization meet current community needs while contributing to the organization's mission/vision statement and reflecting the priorities of the Board.

Financial management and fundraising - Work with the Board and fundraising Manager to secure adequate funding for the operation of the organization as well as to prepare and monitor a comprehensive budget under the oversight of the Board Finance Committee. Develop and write grant proposals and persuasively communicate the organization's mission and programs to potential funders.

Human resources - Supervise and review program supervisors/managers and administrative staff, ensure job descriptions are current and that regular performance reviews occur, ensure fair and transparent hiring practices and to ensure all policies and administrative procedures are in place to support all programs.

About you:

Qualification and Experience:

- Post-secondary education in social sciences, health, or a related field or the equivalent.
- Several years in a leadership role in non-profit settings or related organizations.
- Experience in the mental health field, responding to individuals and families who face mental illness, addictions, or homelessness.

Knowledge of:

- Leadership and management principles applicable to non-profit organizations
- All federal and provincial legislation applicable to non-profit organizations
- Current community challenges and opportunities relating to the mission of the CMHA-CVB.

Skills:

The Executive Director should have a demonstrated competence in the following areas:

Leadership: Positively lead employees to achieve results that are in the best interest of the organization, clients and community. To achieve this, find avenues to provide staff with whatever tools and training they require to best support their client's needs.

Decision-Making: Assess situations to determine the importance, urgency and risks, and make clear and timely decisions which are in the best interests of the organization and community.

Planning: With the Board of Directors and staff, determine strategies to move the organization and community forward. Set goals, create and implement actions plans and evaluate outcomes using the data collected.

Creativity/Innovation: Develop new and unique ways to improve transparency, operations of the organization and to create new opportunities to serve the community.

Effective Communication: To be able to communicate effectively using an open mind, respect and confidence with the Board of Directors, colleagues, community and staff. Be able to give and receive constructive feedback and to convey and receive messages in person as well as via phone, email and social media.

Adaptability: Demonstrate a willingness to be flexible and versatile in a changing work environment while maintaining effectiveness and efficiency.

Cultural Knowledge: To embrace Indigenous knowledge and recognize cultural differences in a respectful way to bring together our community with One Mind and One Heart.

Teamwork: Work cooperatively and effectively with others to set and meet goals, listen, resolve problems and conflicts, make decisions that enhance organizational effectiveness and achieve the goals of the organization, have strong problem solving skills, show your reliability by sticking to deadlines and be respectful.

Essential Characteristics and Abilities:

- Understanding of ethical behaviour and business practices, and an ability to ensure that one's own behaviour and the behaviour of others align with these values and standards.
- Commitment to development and maintain positive relationships with the Board of Directors, staff, clients, volunteers, members, and the community.
- Commitment to cultivate partnerships with our Indigenous communities
- Ability to mitigate risk and ensure agency compliance with contractual obligations,
- Ability to write proposals, grant applications and contracts.
- Ability to think strategically and to solve problems based on an analysis of the trends and conditions in the environment, and the visions and values of the organization.
- Ability to organize and set priorities under pressures of deadlines and competing requirements.

Working conditions:

This is a management position and is not subject to regular overtime policies. Work is performed based on the demands of the job, which includes weekends and evenings. Some travel is required. Due to COVID-19, there will be remote work options.

This is offered as a full-time term position for a 1 year period. Conditions of continued employment will be subject to a Board review before the completion of the term.

The annual salary range for this position is \$83,850 to \$87,750.

How to apply:

Submit a resume and cover letter as attachments by email to:
cowichan.president@cmha.bc.ca by 5 p.m. on Friday, July 3rd, 2020.

The subject line of the email should be your name followed by the words "Executive Director Competition." The attachments should be in MS Word or PDF format with the file name of being your name followed by "Resume" or "Letter" as appropriate.

CMHA - CVB is an equity employer and encourages applications from women, persons with disabilities, members of visible minorities, First Nations individuals, people of all sexual orientations and genders, and others who may contribute to the further diversity of the Branch. Lived experience of mental illness is considered an asset.