



Victoria Immigrant & Refugee Centre Society (VIRCS)

3rd Floor, 637 Bay Street - Victoria, BC V8T 5L2

Telephone: 250-361-9433, Fax: 250-361-1914

Job Description: Executive Director

Job title: **Executive Director**
Reports to: Board of Directors
Status: Full Time - 37.5 hours / week
Application deadline: **January 16, 2012**

Due to the retirement of our Executive Director, the Board of Directors of Victoria Immigrant and Refugee Centre Society is pleased to announce that an exciting opportunity has opened up in one of the largest non-profit organizations in Victoria.

The Centre has been dedicated to immigrants and refugees in Greater Victoria for over 22 years helping clients from all over the world. It serves more than 3,000 newcomers annually with its programs such as employment, settlement, ESL, host/families, children and youth, and many other projects and activities.

Reporting to the Board of Directors, you will lead and manage the Centre. Keeping with the strategic directions set by the Board of Directors you will also oversee operational planning, management, and community relations. Working with a highly engaged and talented team of approximately 30 employees, you will have the privilege of making a difference in our community by defining and delivering immigrant resource services that are essential to the immigrant and refugee community.

Responsibilities:

The Executive Director reports directly to the Board of Directors and is responsible for the overall management of activities, goals and the strategic plan of the Centre. The Executive Director will oversee the work of the program coordinators and managers and will be accountable for moving the organization towards realizing the vision of the Centre by working closely with staff. Specific responsibilities will include the following:

1. Personnel Management

- (a) Ensure sound implementation of the Board approved personnel policy.
- (b) Undertake staff recruitment and retention.
- (c) Provide direct supervision and support to senior and administrative staff.
- (d) Ensure managers and coordinators have adequate resources and training/professional development to carry out work.

2. Programs

- (a) Oversee and assist senior staff to carry out the Centre's programs to advance the organization's mission.
- (b) Ensure adequate resources are available for implementation strategies.
- (c) Develop, monitor, and modify annual work plans of programs.
- (d) Oversee and conduct evaluation and outcome measurements for all managers' and coordinators' of programs.

3. Board Business

- (a) Work closely with the Board to develop and monitor organizational policies and practices.
- (b) Inform the Board about financial status and legal matters related to the Centre.
- (c) Prepare board meetings in collaboration with the President.

(d) Provide staff support for Board committees.

4. Fundraising

- (a) Oversee all aspects of organization fundraising activities and strategies.
- (b) Cultivate and develop relationships with individual donors.
- (c) Ensure development and implementation of annual fundraising plan.
- (d) Cultivate and establish on-going relationships with funders.

5. Finances (ED will be assisted by the Finance Manager)

- (a) Ensure sound fiscal management of the organization.
- (b) Manage and monitor board approved budgets.
- (c) Monitor expenses, cash flow and financial statements regularly.
- (d) Ensure audit is prepared yearly.

6. Public Relations

- (a) Represent the Centre at all-important public events that advance immigrant and refugee communities.
- (b) Speak at press conferences, events and additional programs related to the Centre and its members as needed.
- (c) Engage ethnic and main stream media regularly with press releases and phone calls.
- (d) Seek out opportunities to publicize the needs and the activities that VIRCS undertakes.
- (e) Act as effective advocate in the community for the values and programs of VIRCS.

Qualifications, Skills and Experience:

1. Track record of success with 5+ years experience in a leadership role at a community based, immigrant related non-profit organization with emphasis and experience in fundraising, management, coalition building and communications.
2. Experience in preparing successful grant proposals.
3. Commitment to the values and goals of immigrants and refugees.
4. Working knowledge of public policy, social, economic & political issues impacting immigrant and refugee communities, locally, nationally and globally.
5. Comprehensive understanding of and or interest in the fields of civic/community engagement, coalition building, conflict resolution and community organizing.
6. Demonstrate success at organizing and carrying out fundraising strategies and plans.
7. Good written and verbal communications skills.
8. Excellent interpersonal skills and proven ability to provide dynamic leadership to staff and coalition members.
9. University degree or equivalent work experience.
10. Experience in networking with private and or government officials.
Note: Experience as an immigrant, refugee or ethnic minority may be considered as an asset.

The ideal candidate will have an optimal combination of the following:

1. History of successful fundraising and grant application.
2. Ability to build and maintain a strategic network.
3. Leadership and administrative and consensus-building skills in a non-profit organization.
4. Successful record of delivering community programs is a definite asset.
5. Good oral and written communication skills.
6. Strong organizational, project management and time management skills.
7. Ability to work effectively with a volunteer board and committees.
8. Excellent skills in planning, budgeting, facilitating, coordinating and organizing projects.
9. Strength in strategic and critical thinking.
10. A second language will be an asset.

If your credentials meet the above job description, please forward your cover letter and resume quoting the job title in the subject line to: Yasmin Zoraik, President, president@vircs.bc.ca