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OPPORTUNITY PROFILE EXECUTIVE DIRECTOR



**Central Vancouver Island
Multicultural Society**

the right people

CENTRAL VANCOUVER ISLAND MULTICULTURAL SOCIETY | EXECUTIVE DIRECTOR

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THE ORGANIZATION

CENTRAL VANCOUVER ISLAND MULTICULTURAL SOCIETY

Established in 1979 with a mandate of providing immigrants with equitable, inclusive settlement and integration services, the Central Vancouver Island Multicultural Society ("CVIMS") is a progressive, non-profit, community-based, and values-driven organization. Providing assistance in locating subsidized housing, accommodation supplements, language training and interpretation services, and a variety of employment and social assurance programs, CVIMS is dedicated to the advancement of immigrant settlement and offers clients a holistic approach to integration as well as opportunities for collaboration with community, industry, and government.

CVIMS has expanded substantially over the past forty years, growing from a small grassroots volunteer group to a progressive, apolitical charity dedicated to the ethical advancement of immigrant settlement and fostering of awareness and pride in cultural identity and diversity. Renowned for its innovative approach to cross-cultural community integration and accessibility, CVIMS serves approximately 1,600 people a year by providing English language classes, employment and direct settlement assistance, as well as other related services such as daycare, Home Instruction for Parents of Preschool Youngsters (HIPPY), and school registration.

Vision: CVIMS ensures that immigrants and diverse peoples flourish in their community.

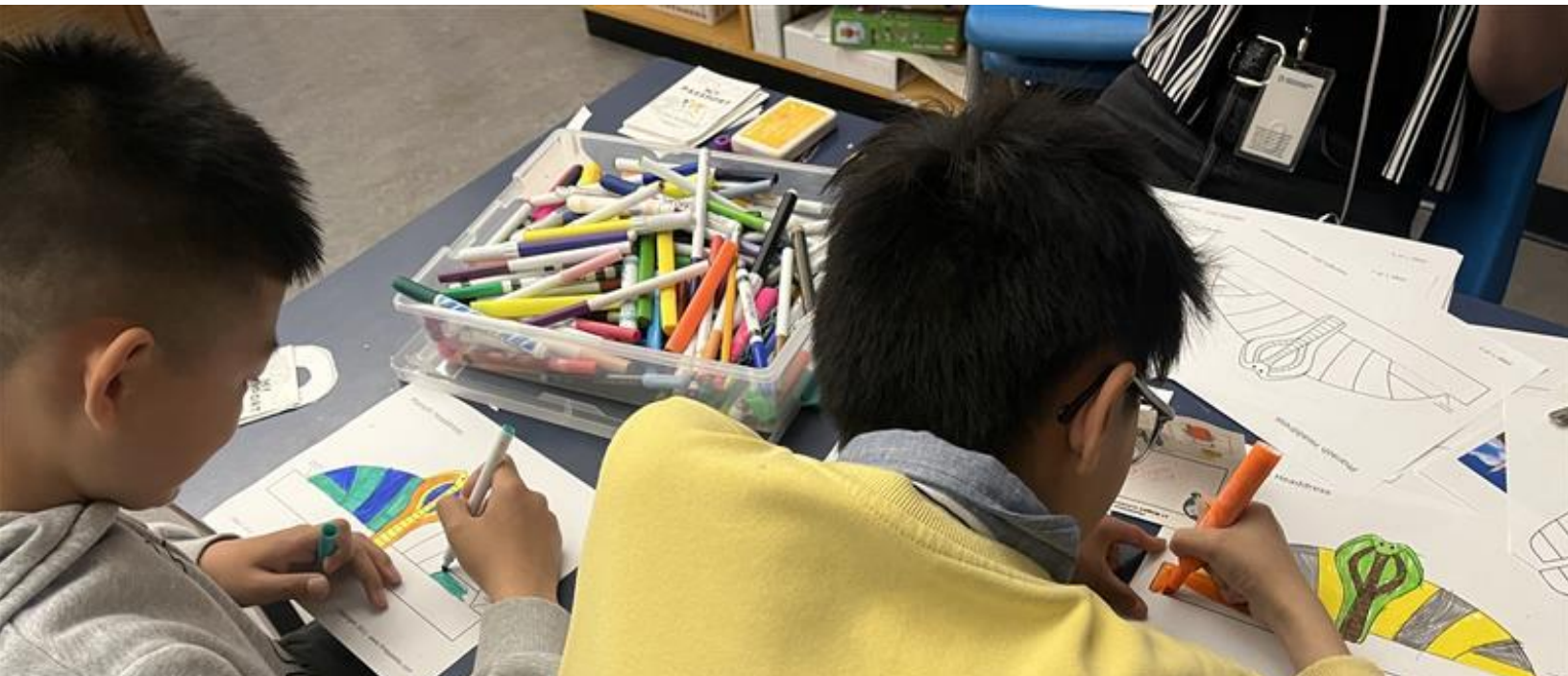
CVIMS Mission Statement: We are leaders in providing services to the community, with a focus on newcomers. We are committed to promoting the values of equity, diversity, inclusion, and respect for all peoples.

To learn more, please visit CVIMS's [website](#).

THE OPPORTUNITY

EXECUTIVE DIRECTOR

The Executive Director is a solutions-focused, strategic leader who serves as the public face of the organization and is responsible for promoting CVIMS to donors, volunteers, stakeholders, and the public at large. Reporting to the Board of Directors, the Executive Director provides overall direction and leadership to the organization and ensures the programs and services offered by the organization contribute to the organization's mission and reflect its priorities.



The Executive Director will ensure that the programs and services offered and provided by the organization maintain CVIMS's defining passion for its staff, clients, volunteers, members, and community partners. The Executive Director will continue to set standards for organizational conduct, achieving the goals and priorities established by the Board of Directors, and contribute to continuous improvement of programs and services to ensure CVIMS's ability to optimally serve and protect the interests of immigrants and diverse cultures.

With a growing demand for services, the Executive Director must continue to develop the CVIMS team to ensure the exceptional services offered to newcomers to Canada continues indefinitely. In a post-pandemic era, it will be important for the Executive Director to assess current programs and services offered to ensure they remain contemporary and relevant. The delivery method of services will also be an important consideration post-COVID and delivering in a virtual or hybrid manner may be essential. CVIMS is also eager to raise its profile and awareness in the community, ensuring people who require services know how and where to access them. As with many not-for-profit organizations, securing stable and reliable long-term funding is critical. CVIMS may wish to diversify its funding sources by offering additional services and/or creating unique partnerships.



The Executive Director (the "ED") will be responsible for the successful leadership and day to day management of the operations of CVIMS in accordance with its strategic direction set by the Board of Directors (the "BOD"). The ED shall report to the BOD and have their performance evaluated by the BOD, based on goals, objectives and priorities as established by the BOD on an annual basis. Performance evaluation should be no less frequently than on an annual basis.

Under the general direction and in consultation with the BOD, the ED shall be responsible for including, but not limited to, the following specific roles and responsibilities:

Primary Duties and Responsibilities

Vision and Strategic Management

- Facilitate short and long-term strategic planning in consultation with BOD and staff.
- Create and communicate a vision for the development of CVIMS including social enterprise activities.
- Develop, implement and assess effectiveness of CVIMS strategy and business plans.
- Develop and promote a social enterprise environment that fosters new ideas and a culture of innovation and diversity.
- Build and maintain high-level partnerships across government, corporate, and nonprofit sectors, and engage in advocacy to influence policies and practices that advance CVIMS' mission.

General Management

- Provide executive leadership to CVIMS and deliver the results targeted in CVIMS strategy and business plans;
- Establish and maintain internal processes, procedures, and culture, and set a high standard of integrity throughout CVIMS;
- Assess talent of existing program, operations and finance personnel and identify gaps and solutions for building an effective organization;



- Responsible for CVIMS's IT Management;
- Prepare Grants and Proposal documentation;
- Implement strategies and structures to recruit and retain highly productive employees;
- Coach, mentor and encourage team development.

Business Development and Finance

- Define a clear vision and strategy for ensuring the long-term financial sustainability of CVIMS and deliver the results targeted in CVIMS strategy and business plans.
- Lead fundraising initiatives, including cultivating and stewarding donor relationships, securing grants and sponsorships, and developing sustainable funding strategies to support CVIMS's programs and services .
- Build a structure to identify, prioritize and implement key revenue-generating initiatives.
- Ensure that transparent financial reporting structures are developed and implemented;
- Diversify financial streams;
- Build an external-facing communications strategy to articulate the right message to the right stakeholders that will result in awareness, recognition and business development opportunities.

Community Relations

- Communicates with partner groups to keep them informed of the work of CVIMS' achievements and to identify changes in the community served by CVIMS;
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and various other organizations to achieve the goals of CVIMS;
- Serve as the official spokesperson and public face of CVIMS, representing the organization in media interviews, public speaking engagements, and advocacy forums to promote its mission and values.

Risk Management

- Identifies and evaluates the risks to CVIMS clients, staff, management, volunteers, property, finances, goodwill, and image and implements measures to control risks;
- Ensures that the Board of Directors and CVIMS carries appropriate and adequate insurance coverage and business licenses;



- Ensure the Board of Directors and CVIMS understand the terms, conditions and limitations of insurance coverage;
- Manage legal matters affecting CVIMS, including responding to human rights complaints, liaising with legal counsel, ensuring compliance with employment and nonprofit legislation, and mitigating legal risks.

Board Collaboration

- Participates with the Board in developing a vision and strategic plan to guide the organization;
- Acts as a professional advisor to the Board on all aspects of the organization's activities;
- Provides support for the Board to ensure effective governance and informed decision-making.

THE PERSON

Knowledge, Skills, and Abilities

The ideal candidate will possess the following qualifications and experience:

- University degree or equivalent combination of training and experience;
- Knowledge of leadership and management principles as they relate to non-profit/ voluntary organizations;
- Knowledge of federal and provincial legislation applicable to voluntary sector organizations, including: employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, etc.;
- Knowledge of current community challenges and opportunities relating to the mission of the organization;
- Knowledge of human resources management and experience in policy development;
- Knowledge of financial management with an understanding of budgeting, forecasting, and analysis;
- Knowledge of contract administration and negotiating large agreements and amendments;
- A demonstrated ability to seek and secure additional funding sources;
- Experience in applying an equity and inclusion lens to organizational leadership and decision-making;
- Experience in innovative programming and service delivery models including expertise in program monitoring and evaluation, costing and budgeting; and
- Proficiency in the use of computers for: Word processing, Financial management, E-mail, and Internet.



Competencies and Personal Characteristics

Leadership - Achieves desired organizational results by encouraging and supporting the contribution of others; a proactive and positive team player who acts with a sense of urgency and leads by example; sets and communicates clear goals.

Accountable – Holds self and others accountable for responsibilities; focuses on results and measuring attainment of outcomes in a business focus.

Strategic – Develops a plan in support of organizational strategic direction. Demonstrates an understanding of the link between one's job responsibilities and organizational goals and needs, and acts with the broader goals in mind.

Integrity and Honesty – Demonstrates a resolute commitment to and respect for the spirit behind the rules and core values of the organization, setting an example of professionalism and ethical propriety.

Influential and Collaborative – Has an open and consistent approach to working with others and possesses strong interpersonal skills, with the ability to build relationships and develop/maintain partnerships, obtaining stakeholder agreement.

Creativity and Innovation – Develops new insights into situations; questions conventional approaches; encourages new ideas; designs and implements new or cutting edge programs/ processes

Effective Working Relationships – Treats colleagues, and stakeholders with respect; resolves conflicts in a timely manner, negotiates effectively, and provides effective feedback to colleagues/employees.

Communication – Clearly presents written and verbal information; writes with clarity and purpose; communicates effectively in both positive and negative circumstances; listens well.

People Development – Fosters learning and development of others through coaching, managing performance and mentoring; has a genuine desire to develop others and help them succeed; formally and informally recognizes deserving staff and colleagues.

Stakeholder Focused – Anticipates and attends to the needs of internal and external stakeholders of the organization; keeps the interests of stakeholders in the forefront.



COMPENSATION

A competitive compensation package will be provided including an attractive base salary above \$110,000 and excellent benefits. Further details will be discussed in a personal interview.

FOR INFORMATION PLEASE CONTACT:

Robin Noftall or Greg Longster

LEADERS INTERNATIONAL EXECUTIVE SEARCH

#880—609 Granville Street

Vancouver, BC V7Y 1G5

Phone: (604) 688-8422

Email: connect@leadersinternational.com

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