



## **About The St. Albert Seniors Association (the Association)**

The St. Albert Seniors Association is a gathering place, a resource and referral centre, and a recreational and arts program facility, for people aged fifty and over in St. Albert and surrounding areas. The Association organizes and hosts numerous activities and events every week, including games, crafts, meals, and social gatherings. The Association also provides local transportation services as well as a Meals on Wheels and Senior Services Programs.

The existing membership is over 1000 strong. Programs and services extend far into the community through collaborations with the City of St. Albert, Community and Social Development, other non-profit agencies, schools, seniors facilities, and community organizations.

### **Vision Statement**

*Seniors Live Enriched and Meaningful Lives*

### **Mission Statement**

*Enhancing the lives of older adults with activities and services*

As a result of a retirement, the Board of the St. Albert Seniors Association is seeking an outstanding candidate to take on the role of the Executive Director.

## **EXECUTIVE DIRECTOR**

The Executive Director (ED) of The St. Albert Seniors Association reports to the Board of Directors, through the President. The ED is responsible for ensuring the successful operation of the Association. This includes ensuring the Association is run efficiently, financial and human resources (paid and volunteer) are managed effectively and that all programs and services delivered by the Association meet member needs and contract requirements.

As the sole employee of the Board, the ED is responsible for ensuring the Board is well informed on matters relating to the finances of the Association, progress towards goals and objectives as outlined in the annual operational plan as well as keeping the Board apprised of any emerging issues and possible mitigation plans. The ED implements Board policies in a manner that is consistent with the mission and goals of the organization. This person represents the Association with all external stakeholders, including current and potential donors as well as collaborative partners.

The ED provides direction to 14 full and part time staff, approximately 25 contract instructors, and over 200 volunteers, through 2 direct reports. The ED is also responsible for managing an operational budget in excess of \$1 million. Funding of the Association is primarily through grants, membership fees, activity fees and fundraising initiatives.



## Current Opportunity / Challenge

*The St. Albert Seniors Association is operating out of a city owned building that was recently renovated and now includes a commercial kitchen. Given our growing seniors community there is potential for significant membership growth, as well as opportunities to increase facility rentals and food services.*

## Key Roles & Responsibilities

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- Supporting the Board of Directors by providing relevant information and background on matters under the Board's consideration.
- Actively participating in board meetings, special meetings, and annual general meetings.
- Contributing to the Board's strategic planning and developing and implementing annual operating plans in support of the overall strategic directions of the Association.
- Making sure all activities, classes, social occasions, and events are aligned to the mission and vision of the Association, and are designed to meet the needs of members and achieve desired financial results.
- Reporting to the Board and other applicable bodies, on programs and services, including making recommendations for improvement.
- Overseeing the financial operations of the Association, including developing and managing the annual budget as well as ensuring appropriate financial policies and controls.
- Identifying and accessing, through the required application processes, all possible sources for grant funding, as well as ensuring compliance with the requirements of the funding entities, including regular reporting.
- In conjunction with the Board, developing and implementing a fundraising strategy that meets the goals and objectives of the Association.
- Securing the required staff, volunteers, and contractors needed to deliver all programs and services, within the constraints of the organization's physical and financial resources.
- Providing management oversight to staff including conducting annual performance reviews, and managing the staff benefits plan.
- Ensuring excellent communications with members and the community (i.e. website, newsletter, and promotional materials).
- Initiating and overseeing effective relationships are developed and maintained with a broad range of stakeholders within the community including all levels of government, other not-for-profit organizations, and businesses.



- Making sure all licenses and funding reports are completed in a timely manner.
- Ensuring adequate insurance coverage is maintained for all aspects of the Association's operation, including vehicles.

## **Candidate Requirements**

### ***Experience & Education***

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The ideal candidate will possess:

- Proven leadership experience within a non-profit or related agency.
- Experience managing a community-based agency, dependent on government grants.
- Experience working effectively with seniors, is an asset.
- A proven track record of working successfully with a board of directors.
- Demonstrated ability to build community connections.
- Experience planning and executing fundraising.
- Management experience that includes marketing, finance, customer service, and operations.
- Experience recruiting, leading, and retaining a strong employee and volunteer team.
- Recognized training, education and /or credentials.

### ***Knowledge, Skills & Attributes***

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- Demonstrates commitment to the vision and mission of the Association, its members, and the community at large.
- Proactive and responsive; approaches responsibilities with a high degree of energy and passion; is creative and innovative.
- Models effective leadership. A motivator of people, capable of building and sustaining a strong team of employees and volunteers, through mentoring and effective human resources practices. A team builder.
- Friendly, compassionate, understanding of challenges facing seniors; tactful and diplomatic.
- Exceptional verbal, written, and listening communication skills.
- Excellent relationship building skills. Comfortable building and fostering effective relationships with all key stakeholders, including municipal and provincial governments.
- Knowledgeable of marketing, community relations and role in the non-profit industry.



- Able to utilize limited resources to achieve maximum benefits.
- Demonstrated financial management skills; efficient in budgeting, financing, and information reporting.

## Compensation and Other Requirements

The Executive Director will be paid a competitive salary. A standard benefit package is available. Specifics will be discussed in a personal interview.

Finalist candidate(s) will be required to provide the Committee with a satisfactory Criminal Record Check. Credit/Credential checks may also be conducted.

## To Apply

*Please submit your personal resume and cover letter outlining how your background has prepared you to take on this role to:*

**Email:**

EDSearch@StAlbertSeniors.ca

**In-Person or Mail\*\*\*\*:**

**Executive Director Search Committee  
St. Albert Seniors Association  
Red Willow Place, 7 Tache Street  
St. Albert, AB,  
T8N 2S3**

**\*\*\*\*Please ensure materials are in a sealed envelope and clearly marked: "CONFIDENTIAL – To be opened by Addressee"**

**All applications must be received no later than 4 p.m. May 14<sup>th</sup> 2018**

*The Board of the St. Albert Seniors Association appreciates and thanks all those who have expressed interest in this opportunity.*