

Are you passionate about community development?

The Heritage Community Association (HCA) is seeking an energetic Executive Director who can engage community members and work cooperatively with the HCA board and stakeholders to deliver programs that strengthen our community.

Heritage is a dynamic neighbourhood undergoing some major changes, and we are looking for someone with a vision for the kind of community we aspire to be; a strategic thinker who can get things done! There's room to make this position your own. Big ideas wanted.

This fearless leader will be responsible for the development, promotion and coordination of a broad range of community development activities, programs and events in the Heritage community.

Skills Required:

Leadership, we are looking for someone who can grow the organization and inspire others.
Self-directed and able to work independently.

Perks:

Autonomy. You can really make this job your own.
The board is healthy and supportive.
Job hours can be flexible.

Key Responsibilities:

Oversee all HCA programs, services and events.
Manage communication on behalf of HCA.
Engage the HCA community, local organizations, volunteers and board of directors.
Nurture HCA's relationship with core funders and other key stakeholders.
Administer the day-to-day operations of HCA.

Job Description:

Oversee all HCA programs and services:

- Develop and implement logic models and outcomes measures to evaluate all existing and new HCA programs and services
- Seek out and secure funding for all existing and new HCA programs and services
- Hire, supervise, and terminate program staff as needed

Manage communication on behalf of HCA:

- Publish print and email newsletters
- Maintain and develop HCA website and social media presence
- Represent and promote HCA at community events, to the media, etc
- Engage residents in the community

Engage the HCA community, local organizations, volunteers and board of directors:

- Provide updates to HCA Board on matters of importance to the organization and community
- Attend board and committee meetings, acting as secretary and maintaining accurate and up to date minutes and records
- Coordinate Annual General Meeting and any Special Members Meetings
- Work with board to develop and implement organizational policies
- Manage volunteers, including recruiting, training, supervising and terminating HCA volunteers as needed.

Nurture HCA's relationship with core funders and other key stakeholders:

- Fulfill all requirements of core and project funding agreements

- Complete core and project funding applications
- Represent HCA on relevant committees and at funder and stakeholder meetings
- Actively build relationships with strategic partners in the community

Administer the day-to-day operations of HCA:

- Fulfill all requirements relating to HCA's charitable and non-profit status
- Fulfill all requirements of HCA bylaws
- Manage HCA finances, including bookkeeping, payroll, donations, grants, etc.
- Develop and maintain HCA's annual budget
- Coordinate HCA's annual audit
- Fulfill all Labour Standards requirements relating to staff contracts and management
- Maintain up to date membership database
- Fulfill all requirements relating to payroll (e.g., source deductions, T4s, and ROEs, etc.)
- Maintain all professional and legal agreements (e.g., insurance, leases, etc.)
- Keep the HCA office running smoothly
- Other related duties as needed

Please submit your application (including CV and cover letter) by Friday, April 1st at noon.
heritage.director@sasktel.net.

Salary: Current funding allows us to pay between 40 -50 thousand. However, salary increases will be considered based on organizational growth.