



Organization Purpose

Gateway Association is a disability resource centre providing supports and services to families and individuals living with developmental disabilities. Gateway envisions a world where all people are valued, respected members of their communities. Our purpose is to transform community through the lens of disability.

Job Purpose

The Executive Director is responsible for successful leadership and management of Gateway through our values, mission and vision, and the strategic direction set by the Board of Directors.

Primary Duties and Responsibilities

Leadership and management

- Collaborate with the Board of Directors in developing a vision and strategic plan to guide the organization.
- Operationalize strategic direction, incorporating goals and objectives which reflects the strategic direction of the organization.
- Act as a spokesperson for the organization.
- Oversee the planning, implementation and evaluation of the organization's programs and services.
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization.
- Consistent and ongoing communications with stakeholders.

Human resources planning and management

- Ongoing determination of staffing requirements (from recruitments to terminations).
- Implementation and maintenance of human resources policies, procedures and practices.
- Maintaining a positive, healthy and safe work environment in line with legislation and regulations.
- Oversee / implement new staff orientation and training.
- Implement a performance management process (annual performance review etc.).
- Coach and mentor staff as appropriate to improve performance.



Financial planning and management

- Work with staff and the Board to prepare and monitor a comprehensive annual budget.
- Funds development.
- Approve expenditures within the authority delegated by the Board.
- Ensure that sound bookkeeping and accounting procedures are followed.
- Funds administration in line with the approved budget and monitor the monthly cash flow of the organization.
- Regular reports to the Board on the revenues and expenditure of the organization.

Qualifications and Experience

- University degree in a related field (equivalencies may be considered).
- Strong financial background with past experience in non-profit management.
- Strategic planning, disability sector, project management, public speaking, change management, use of Quickbooks.

Personal characteristics

- **Adaptability:** Flexibility, versatility and tolerance in a changing work environment.
- **Behave Ethically:** Understand ethical behaviour, business practices, in alignment with values of the organization.
- **Build Relationships:** Establish and maintain positive working relationships, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, concise and timely manner.
- **Innovation:** Develop new ways to improve operations of the organization.
- **Focus on Needs:** Anticipate, understand, respond to needs of internal/external stakeholders
- **Foster Teamwork:** Work cooperatively and effectively with others and make decisions to enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results in the best interests of the organization.
- **Make Decisions:** Assess situations to determine priority, risk, and make appropriate decisions.
- **Organize:** Set priorities, monitor progress toward goals, track details, data, and activities.
- **Plan:** Strategize, move the organization forward with goal setting and implementation.
- **Solve Problems:** Assess problem situations generate possible solutions.
- **Think Strategically:** Assesses options and actions based on trends and conditions.

How to Apply

Please submit a resume and cover letter to humanresources@gatewayassociation.ca. This is a full-time position and will remain open until January 31, 2018. Only those selected for an interview will be contacted.