

## **Guelph Youth Music Centre (GYMC) Executive Director Job Description**

### **Job Summary**

The Executive Director is the senior employee of the GYMC, responsible for the Organization's successful leadership and administrative and fiscal management according to the Mission, Vision, and Strategic Plan approved by the Board of Directors. The Executive Director reports to the GYMC Board of Directors, liaising primarily with the Board Chair (or designate).

### **Job Duties**

#### **1. Leadership**

- Collaborate with the Board Directors in developing and implementing a vision, mission, and strategic plan to guide the Organization
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the Organization.
- Act as a professional advisor to the Board of Directors on all aspects of the Organization's activities
- Foster effective teamwork between the Board and the Executive Director and between the Executive Director and staff
- In addition to the Chair of the Board, act as a spokesperson for the Organization.
- Conduct official correspondence on behalf of the Organization as appropriate and jointly with the Board when appropriate
- Represent the GYMC at community activities to enhance and promote the Organization's community profile
- Submit recommendations/proposals to the Board of Directors regarding fiscal management, policy and staffing matters, fundraising, marketing, programs and any other initiatives that require Board approval.

#### **2. Financial Planning, Management and Fundraising**

- Secure adequate funding for the operation of the Organization
- Identify funding opportunities, prepare and submit grant proposals to potential funding sources such as government, foundations, and corporate or private sponsors.
- Develop, coordinate, and participate in annual Fundraising Plan(s); Oversee the development and maintenance of an accurate and comprehensive donor database

- Report monthly to the Board on the current and ongoing activities of the Organization and liaise with staff and the Board to prepare and monitor annual budgets
- Responsible for the fiscal management of GYMC, including supervision of purchases and expenditures according to approved budget(s) within the authority delegated by the Board
- Ensure that sound bookkeeping and accounting procedures are followed and that the Organization complies with all legislation covering taxation and withholding payments.

### **3. Operational Planning and Management**

- Develop an operational plan which incorporates goals and objectives that are consistent with the overall Mission and Strategic Plans of the Organization
- Work cooperatively with committees, staff, and Board members to arrive at conclusions that, if not unanimously received, will satisfy the needs of GYMC clients and sponsors
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board of Directors
- Ensure that personnel, client, donor and volunteer records are maintained accurately and that files are securely stored in keeping with the Organization's privacy/confidentiality obligations
- Provide support to the Board by preparing meeting agendas and supporting materials and by preparing and monitoring follow-up items as documented in Board Minutes.
- Identify, plan and monitor current and long-term IT and system needs
- Work with the Board of Directors and the City of Guelph to ensure proper facility maintenance and safety and develop a capital plan.
- Oversight of response to emergencies.

### **4. Program Planning and Management**

- Oversee the planning, implementation and evaluation of the Organization's outreach programs and facility services
- Develop and recommend new and innovative outreach programs
- Ensure that the programs and services offered by the Organization contribute to the Organization's mission and reflect the priorities established by the Board

- Monitor the day-to-day delivery of the programs and services of the Organization to maintain or improve quality
- Oversee the planning, implementation, execution and evaluation of special projects.

## **5. Human Resources Planning and Management**

- Determine staffing requirements for organizational management
- Prepare a Human Resources (HR) manual, approved by the Board, and ensure staff receive a current copy
- Determine staffing requirements for delivery of programs
- Supervise the Office/Facilities Coordinator and Program instructors and associated staff
- Support and assist the Office/Facilities Coordinator in the recruitment and supervision of cleaning, maintenance and after-hours staff
- Oversee the implementation of the human resources policies, procedures and practices, including the development of job descriptions and contracts
- Establish a healthy and safe work environment in accordance with appropriate legislation and regulations
- Ensure HR policies about recruitment, selection of staff, and disciplinary actions are documented and administered
- Ensure that new staff receive an orientation of the Organization and that appropriate training is provided
- Implement a performance management process for all staff which includes monitoring their performance on an ongoing basis and conducting annual reviews
- Discipline staff, when necessary, using appropriate techniques; release staff when necessary following HR legally defensible procedures.

## **6. Volunteer Development**

- Identify and assess the Organization's volunteer needs in conjunction with staff and program instructors
- Implement a screening process for potential volunteers according to accepted screening standards (Vulnerable Sector Check)
- Manage volunteer resources to assist in the delivery of the GYMC's programs and services
- Establish and maintain an accurate record of all volunteer activities and their hours

**7. Marketing and Community Relations**

- Develop and oversee the implementation of strategies, procedures and objectives for marketing the GYMC and its services, programs and special events
- Review draft publications produced by other staff for accuracy, completeness and compliance with GYMC marketing and communications guidelines and strategy and supervise the publication, production and distribution process
- Communicate with stakeholders to keep them informed of the work of the Organization to identify changes in the community served by the GYMC
- Establish and foster good working relationships and collaborative arrangements with community groups, funders, and other organizations to help achieve the goals of the GYMC

**8. Risk Management**

- Identify and evaluate the risks to the GYMC's clients, renters, staff, volunteers, property, finances and image and implement measures to control risks
- Ensure that the Board of Directors and the Organization carry appropriate and adequate insurance coverage
- Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage