

SEARCH PROFILE Executive Director

THE COMPANY

Little Warriors is a national charitable organization, based in Edmonton with geographic reach across Canada, focusing on the education and prevention of child sexual abuse. Little Warriors teaches adults how to help prevent, recognize, and react responsibly to child sexual abuse. In addition to prevention education, Little Warriors also provides information about the prevalence and frequency of child sexual abuse and information about healing and support resources.

Little Warriors was founded in 2008, by a Woman of Vision, whose dream to do something to help prevent child sexual abuse, became a realization with Little Warriors. It is the organization's goal to raise awareness, educate and prevent child sexual abuse by delivering the Stewards of Children child sexual abuse prevention program.

Mission

To teach adults how to help prevent, recognize and react responsibly to child sexual abuse.

To raise awareness about the prevalence and frequency of child sexual abuse.

To provide national and local resource information about child sexual abuse.

For more information on Little Warriors, please visit their website at: www.LittleWarriors.com

THE POSITION

Reporting to the Board of Directors, the Executive Director will lead a team of seven. The Executive Director is accountable for all organizational performance and exercises all authority for duties delegated by the Board. The Executive Director's performance will be considered to be synonymous with organizational performance as a whole. This is an exciting and challenging role, as the successful candidate will lead the organization in increasing the profile and awareness of Little Warriors, provide mentorship and guidance to the staff, ensure the core programs and services are delivered to the highest potential, all in an effort to achieve the organization's missions and goals.

Key areas of responsibility include:

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization;
- Ensure that the operation of the organization meets the expectations of its clients, Board and Funders;
- Oversee the efficient and effective day-to-day operation of the organization

- 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 as appropriate;
- Ensure that personnel, client, donor and volunteer files are securely stored and privacy/confidentiality is maintained.

Key success factors:

The Executive Director's success will be evaluated on achieving the following:

- Participate with the Board of Directors in developing a vision 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 Director on all aspects of the organization's activities;
- Foster effective team work between the Board and the Executive Director and between the Executive Director and staff;
- Represent the organization at community activities to enhance the organization's community profile;
- Represents the agency in the community, provincially and nationally as needed or delegates appropriate staff;
- Determine staffing requirements for organizational management and program delivery
- Oversee the implementation of the human resources policies, procedures and practices including the development of job description for all staff
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- Recruit, interview and select staff that have the right technical and personal abilities to help further the organization's mission
- Ensure that all staff receives an orientation to the organization and that appropriate training is provided
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
- Coach and mentor staff as appropriate to improve performance
- Play an active role in succession and assist in training and development of core managers

- Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures

THE INDIVIDUAL

Given the leading role this individual will be expected to play in achieving the strategic objectives of Little Warriors, it is essential that the successful candidate possess the following core competencies, experience and attributes:

- Post-secondary education in business, human resources, social services or related field;
- 5+ years of progressively senior management or human resources roles and an understanding of the non for profit /voluntary sector environment, ideally within social services;
- Proven track record as spokesperson and influencer in the community.
- Strong grasp of the details of agency management and funder relationships;
- Demonstrated ability to review and synthesize information and provide appropriate strategic advice to staff and Board;
- Superior facilitating skills and the ability to effectively resolve conflicts;
- Excellent management skills and ability to juggle multiple deadlines and priorities;
- Sound judgment and decision making abilities;
- Computer literate and comfortable with technology;
- Facilitative leader who collaborates at all levels to achieve results;
- Ability to work in stressful and emotional environment;
- Extremely strong interpersonal skills, particularly with respect to building relationships;
- Excellent verbal and written communicator - concise, persuasive, diplomatic and articulate;
- Proven team leadership and coaching skills;
- Excellent work ethic, ability to manage tight deadlines and work under pressure;
- Approachable, knowledgeable and viewed as a highly credible professional;
- Mature thinker, open-minded, flexible and encourages ideas from others;
- Self-starter, resilient and self-confident;

- Intelligent, able to effectively integrate strategy, structure and process.

THE COMPENSATION

An excellent compensation package awaits the successful candidate.

LOCATION

Edmonton, Alberta

**FOR MORE INFORMATION, PLEASE CONTACT
Terri Nobert at (780) 432-5490 Ext. 425
OR email at tnobert@conroyross.com
CONROY ROSS PARTNERS LIMITED**

Edmonton

1650 Canadian Western Bank Place
10303 Jasper Avenue
Edmonton, Alberta, Canada T5J 3N6
Phone: 780-432-5490
Fax: 780-432-5936

Calgary

830 Bow Valley Square 3
255 – 5th Avenue S.W.
Calgary, Alberta, Canada T2P 3G6
Phone: 403-261-8080
Fax: 403-261-8085

Regina

Phone: 306-949-8875
Fax: 306-584-0618

E-mail Resumes: mail@conroyross.com

For additional opportunities, please visit our Website at www.conroyross.com