

Job Opportunity: Co-Executive Director/ Community Developer

PeerNetBC is looking for a
Co-Executive Director & Community Developer.

This exciting role splits its time between Co-Executive and
Community Developer.

Start date: March 1 2018.

Closing date: Feb 4, 2018 11:59pm

Starting salary is \$52,000, 3 weeks vacation to start; wage will be split between Co-Executive Director salary and Community Developer salary. This is a 35hrs/week exempt Management position. It is expected the Co-Executive Director will work the hours required to fulfill the responsibilities of the position. Workweek may include evenings and weekends. A valid driver's license is an asset. Benefits package to start after 6-month probation period.

The PeerNetBC board of directors decided to implement a co-leadership model at the executive director level. The reasons behind this adaptation were:

- To model power sharing and engage in dialogue and practice of challenging hierarchical notions of leadership
- To provide an opportunity for executive leadership to share in the knowledge and experience of direct service delivery within community development providing firsthand understanding of meeting community needs
- To allow for the organization to be represented at various events at once
- To allow for room, movement and intentionality for mentorship

A co-leadership model best reflects the core values of PeerNetBC and enables the organization to understand the needs of community and how to meet them. With two executive directors to tackle administration and fiduciary management as well as strong capacity to provide direct service community development, it allows PeerNetBC to double scope and outreach. The co-leadership model increases accountability and makes PeerNetBC better equipped to serve our members, community and partners.

The Executive Director position supports and implements PeerNetBC's mandate of envisioning communities where people are connected. This role provides leadership, mentorship and models a collaborative approach to all aspects of the organization. All team members support the operations of PeerNetBC, however, the Executive Director is the lead staff person for (in partnership with the Board of Directors) administration, project management, funding, governance, and external relations.

The Community Developer supports and connects people from diverse communities through peer support, social and economic justice initiatives and through skills-based training.



Co-Executive Director core accountability

Budget Management:

- Competent in design, implementation, understanding, and analyzing of annual PeerNetBC budgets and project budgets
- Ability to communicate finances to partners, board, and staff team.

Financial Planning

- Create and maintain PeerNetBC budgets
- Understand annual budget and forecast expenses and trends
- Have previous experience and understanding of multifaceted budgets that receive funding streams from numerous projects and partners.

Financial Oversight

- Understanding complex budgeting models under multi funding sources
- Oversight of multiple projects under the PeerNetBC umbrella
- Previous experience in tracking and monitoring

Operational/HR

- Management of staff. Including, but not limited to; recruitment, retention, training, oversight, onboarding, evaluation, and succession planning.
- Previous experience in negotiating and working with external partners in operational areas such as lease and vendor relations.

Project Management

- Collaborative practice in respect to workshop design, resource development and facilitation
- Preparation and reporting of project budgets
- Mentoring of staff team

Funding

- Search out and applying for a diverse sources of funding to sustain PeerNetBC
- Cultivating funder relationships
- Developing and implement fundraising plans
- Contract negotiations with funders and partners

External Relations

- Participating in community / social service / other networks to highlight services and opportunities related to PeerNetBC
- Facilitating positive relationships with government
- Oversight in marketing concepts and strategies for the organization

Governance

- Acting as the conduit / staff person between the Board of Directors and the staff

- Supporting Board recruitment and Board training
- Oversight in legislative and regulatory requirements understanding of New Societies

Dimensions

The Executive Director role is the leadership position at PeerNetBC, and is responsible for the quality assurance, governance, administrative, and the human resources components of the organization. This role directly supports the staff team, allowing all individuals to gain the support, mentorship and guidance that they require to competently carry out their roles and to work together as a team. The Executive Director connects the Board of Directors and the staff team, and represents the organization in the eyes of the general public. This role is multifaceted, as the Executive Director also engages in direct service work.

Community Developer core accountability

Design and deliver workshops, topics include: facilitation, anti-oppression/anti-discrimination, conflict & communication, inclusive leadership, and more)

Work collaboratively and independently within PeerNetBC team **members to develop and deliver specific projects & programs**

Network with and support agencies in BC

Support PeerNetBC projects & programs **with data collection, reporting and grant writing**

Recruit, coach, mentor and coordinate facilitators who deliver PeerNetBC workshops throughout BC

Develop and maintain an engagement strategy within and outside of PeerNetBC

Dimensions

Community Developer role plays a very important part in building and connecting community engagement and social justice, facilitation, workshop design & delivery in a variety of settings, and with Lower Mainland service. In addition to building potential partnerships and relationships for future service delivery. This role is visible to the public, and builds on and extends the credibility of the organization through its good work. The complexity exists in (a) supporting the facilitation services and programming, (b) finding and building relationships with community services and funding bodies, (c) assisting with PeerNetBC fund development initiatives on behalf of the organization, (d) managing time pressures with respect to balancing workshop requests (sometimes with quick turnarounds), curriculum design, and workshop delivery dates, and (e) delivering workshops to diverse groups with diverse needs in settings throughout BC. Community Developer will work within a strong value-based culture, which embraces and embodies a collaborative approach to working together. Our organization has a busy and varied work environment that requires a strong work ethic.

Skills and Competencies

- Demonstrated leadership and mentorship on an individual level, staff team level and community level
- Demonstrated capacity and extensive work/volunteer experience in anti-discrimination and community development initiatives
- Understanding of the philosophy of anti-oppression work, peer support principles, and community collaboration
- Highly collaborative and comfortable working within a non-hierarchical structure
- Strong operational –leadership competencies
- Financial skills – creating budgets and financial reporting
- Understanding of legal and regulatory requirements with respect to operating a non-profit and charitable entity
- Strong communication skills
- Ability to lead by example
- Capable of adapting and leading in a changing environment – i.e. funding and community needs
- Demonstrated capacity and work/volunteer experience in working through conflict
- Ability to develop, facilitate, and adapt workshops in a variety of settings and topics
- Knowledge and experience in the non-profit sector
- Partnership nurturing and building with key funders, such as the City of Vancouver
- Creative and innovative approach
- Working independently and as part of a team
- Project management/data collection/report and grant writing experience

Working Conditions

PeerNetBC is a strong, value-based culture, which embraces and embodies a collective approach to working together. PeerNetBC is a busy work environment that challenges a strong work ethic. This role requires flexibility regarding work hours; there do exist work demands during evenings, weekends, and some demands of accessibility by various forms of

communication (phone/e-mail). Some provincial travel may be involved in this position but most of the travel is within the Lower Mainland.

To apply: Please send cover letter and resume in one document to chair@peernetbc.com by Sunday Feb 4, 2018. Only those candidates selected for interviews will be contacted.