

**Job Title:** Provincial Director of FRP BC

**Job Summary:** Provide leadership to successfully support the implementation of the organization's mission and contractual obligations. Building capacity of both member FRPs and FRP BC are key deliverables. This position requires strong communication, organizational and management skills to ensure the effective functioning of the provincial office.

**Reports to:** FRP BC Board of Directors

**Summary of Essential Job Functions:**

1. Build capacity of community based Family Resource Program Membership:
  - Develop and implement a work plan that supports member FRP programs to align with the MCFD Early Years Services Framework;
  - Compile a range of training and professional development opportunities for FRPs, taking into account needs identified by member agencies;
  - Create opportunities to build relationships between the MCFD Directors of Operations of Early Years and the FRP programs in each service delivery area;
  - Develop strategic partnerships and opportunities to work towards an annual provincially-inclusive event.
  - Simplify existing Standards of Practice and streamline the process to improve member experience and increase engagement;
  - Engage in strategic discussions with other family-serving provincial organizations in order to enhance partnerships and collaboration
  
2. Organizational Operations
  - Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization;
  - Ensure commitment to and compliance with all applicable laws and regulations across the organization; ensures that all insurance requirements are met for both the organization and the Board of Directors;
  - Develop and monitor an annual budget for board approval;
  - Ensures the financial viability of the organization by managing expenditures, ensuring appropriate bookkeeping practices, accounting and audit procedures
  - Manages the successful completion of contracts and completes reporting requirements
  - Successfully acquires grant and project funding that aligns with organizational priorities;
  - Provides leadership and ensures that staff, volunteers and board work together to achieve the purposes of the organization;



- Oversees and ensures accurate and effective record keeping, file maintenance, policies and procedures, minutes, statistics, data, correspondence and all business of the organization;
  - Manages all aspects of human resources under the direction of the Board of Directors;
3. Communications and Public Relations
- Develop and implement a communication plan that includes: website development; increasing membership; enhancing the awareness of and importance of family resource programs;
  - Maintain a working knowledge of significant developments and trends in the field;
  - Attends appropriate provincial meetings, workshops and conferences as resources allow;
  - Develop positive relationships with key stakeholders, including regional and provincial government representatives;
  - Create and maintain opportunities for the FRP BC office and all member FRPs to network and share resources.
  - Identifying and nurturing strategic partners.
4. Board of Directors
- In collaboration with the Board of Directors build the organizational capacity of FRP BC;
  - Work with the Board of Directors to create a 3- 5 year organizational strategic plans that supports the mission of FRP-BC;
  - Recognizing the Board's geographic scope, seeks opportunities to communicate in an effective and efficient manner;
  - Provides formal regular reporting to the Board of Directors;
  - Keeps Board informed of all potential and perceived, threats and risks;
  - Supports the Board and Committees with appropriate communication, documentation and access to organizational resources;
  - Maintain and enhance the financial viability of the organization by securing ongoing, stable funding that meets the strategic goals of the organization.

Assumes other responsibilities and duties as needed.

## Qualifications

### Education and Training

A degree in Social Sciences, Human Services, Child & Youth Care or related field and/or equivalent knowledge and experience.



#### Job Skills and Abilities and Experience

- A minimum of 5 years in managerial, supervisory and financial control experience in the non-profit environment essential;
- Experience or knowledge related to evaluation, accreditation and quality improvement;
- Excellent oral, written, interpersonal communication skills;
- Demonstrated knowledge and experience in the sector;
- Demonstrated experience in grant writing and project development;
- Demonstrated skills in leadership, resource management, communication, board development and strategic planning.
- Ability to function independently, under pressure, managing multiple concurrent projects and deadlines.
- Effective time management, conflict resolution and problem-solving skills.
- A high level of professional conduct.

Salary range- \$55,000- \$65,000

Hours of Work – 35 hours/week (flexible options negotiable)

