

THE PRINCESS SHOP



Executive Director Job Description

General Summary

The Princess Shop helps female-identified youth and students in Saskatchewan to have the opportunity to celebrate their accomplishments, reach their full potential, and ultimately positively impact their entire community.

We attribute our sustained growth and success to the daily contributions of the remarkable individuals who make up our team.

The successful candidate will be responsible to provide leadership and overall management in carrying out the mission and vision of the organization as established by the Board of Directors. Effective service to the community is measured by strong, ongoing relationships and volunteer management, effective resource development, social impact strategies management, and comprehensive operations. The Executive Director adheres to the highest level of ethical standards of The Princess Shop, and performs to shape and maintain the reputation of the brand.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge; skill and/or ability required and are not intended to be an exhaustive list of all duties and responsibilities associated with this job. You will be required to perform all reasonable duties assigned to you, or related, or incidental to the proper completion of your job tasks.

Education

Bachelor's degree in commerce, business, public administration or closely related field, or relevant experience with increasing responsibility.

Experience

A minimum of 2 years of increasingly responsible supervisory and management experience in:

- Principles, practices and techniques of administration, organization and operation.
- Principles and practices of effective management, training and supervision.
- Projecting, managing and monitoring cash flows and budget
- Community development programming, including implementation and evaluation
- Excellent communication skills including active listening, reading comprehension, methods and techniques for professional record keeping, writing, reporting and project management.

Conditions of Employment

- Subject to a Criminal Record Check, including a vulnerable sector query as a condition of employment
- Valid Driver's license as a condition of employment

Working Conditions

- Regular scheduled and/or non-standard hours (evenings and weekends) may be required to accommodate activities such as Board meetings and representing the organization at public events

- Working alone in isolation for part of the week in an office environment, but the mission of the organization may sometimes take place in non-standard workplaces.
- Working with volunteers
- Regular travel will be required, mostly within city limits
- Upper-body ability to lift up to 10 lbs

Competencies

- **Team Leadership** – Builds the commitment of the team to the organization’s mission, goals, and values; and, aligns team objectives and priorities with the broader objectives of the organization.
- **Analytical Thinking / Decision-Making** – Recognizes, analyzes and solves problems across projects and in complex situations.
- **Adaptability** – Shifts priorities, changes style and responds with new approaches as needed to deal with new or changing demands.
- **Communication** – Uses varied communication systems, methodologies and strategies to promote dialogue and shared understanding.

Salary Range

Salary will be commensurate with experience.

Duties and Responsibilities

Administrative Duties & Communications

- Oversee the efficient and effective day-to-day operation of the organization
- Monthly bookkeeping/invoicing and reporting for treasurer
- Communication planning and development, including:
 - Mass emails, Social Media management and website updates/maintenance
- Supplies & equipment management and purchases
- Maintaining master dress list records and inventory, and facility

Leadership, Volunteer Recruitment and Management

- Continuously assess the need for volunteers to enhance program/service delivery
- Develop and implement effective strategies to recruit the right volunteers with the right skills
- Develop and implement an intake and interview protocol for potential volunteers to ensure the best match between the skills, qualification, and interests of the volunteers and the needs of the organization
- Orient volunteers to increase their understanding of the organization, its clients, its services and the role and responsibilities of volunteers
- Represent the organization at community activities to enhance the organization's community profile

Program Management

- Oversee the planning, implementation and evaluation of the organization's programs and services:
 - Dress Program, Next Chapter Program, and Fairy Godmother Program

- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of 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

Revenue Generation

- Prepare annual budget and work with the Board (Finance Committee) to finalize a comprehensive budget
- Research funding sources, develop a resource development plan, and prepare funding proposals to increase organizational funding
- Participate in fundraising activities as appropriate, including:
 - Overseeing planning of the annual Glass Slipper Benefit
 - Other fundraisers throughout the year (e.g. third party fundraising opportunities)
- Approve expenditures within the authority delegated by the Board
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- Ensure that the organization complies with all legislation covering taxation

Supporting the Board and Strategic Plan

- Foster effective team work between the Board and the Executive Director and between the Executive Director and volunteer staff
- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization
- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
- Act as an advisor to the Board of Directors on all aspects of the organization's activities
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization
- Provide support to the board by preparing new member orientation packages and board meeting packages

Other Functions

- Other duties as operationally required to support The Princess Shop's growth and operations.

How to Apply: Please submit resume and cover letter detailing relevant experience to the contact information below. We thank you for your interest, but only those candidates shortlisted for an interview will be contacted.

Contact Name: Kayla Brien, Vice Chair, Board of Directors

Contact Phone: 1(306) 716-2682

Contact Email: careers@theprincessshop.ca