

CAREER OPPORTUNITY

Chief Administrative Officer

Lifesaving Society Canada

Remuneration commensurate with experience and qualifications

The Organization:

The Lifesaving Society Canada is a full-service provider of programs, products and services designed to prevent drowning. We save lives and prevent water-related injury through our training programs, Water Smart® public education, drowning research, aquatic safety management and lifesaving sport. The Society is a leader and partner in the development of drowning prevention strategies and the delivery of water safety education in Canada and around the world

We are a national, volunteer organization and registered charity composed of 10 provincial/territorial Branches; tens of thousands of individual Members; and over 4,000 affiliated swimming pools, waterfronts, schools and clubs

The Opportunity:

We are seeking an enthusiastic and energetic individual to continue to build on our success. Reporting to the Board of Directors, the Chief Administrative Officer (CAO) will lead the overall operation and administration of the National Office. CAO serves as the chief executive of the Lifesaving Society Canada (LSC) and provides the leadership to guide the successful execution of the National Society's mission, vision and mandate. As the leader of the organization, the CAO is responsible for cultivating a strong, professional and effective organization.

The Fit:

This is an exciting opportunity for an exceptional leader who possesses an undergraduate degree in business or related field, or the equivalent combination of education and experience. In addition, the ideal candidate will possess a minimum of five years of progressively responsible management experience in a leadership role. We are seeking a proactive, self-directed individual who is results driven and a strategic thinker who values working collaboratively and one who takes a client-service approach to partnering with our stakeholders. The ideal candidate will demonstrate strong leadership skills, knowledge of the Lifesaving Society and its role as well as the laws governing not-for-profit organizations. In addition, the candidate will have functional written and oral communication skills in English and French. (See full job description www.lifesaving.ca)

The Process:

If you see yourself in this role and believe you possess the appropriate experience and skill set, please submit your resume and covering letter with the top three reasons why you are the ideal candidate for this position. Applications are to be submitted electronically no later than end of day May 5, 2017 to:

Carmen Drouin & Associates, Human Resources & Management Consulting
Email: CDA-LSC@outlook.com

Lifesaving Society Canada is committed to employment equity and encourages applications from all qualified candidates. In addition, LSC is committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.

We thank you for your interest.



LIFESAVING SOCIETY®
SOCIÉTÉ DE SAUVETAGE

The Lifeguarding Experts
Les experts en surveillance aquatique

Job Description

POSITION TITLE: Chief Administrative Officer

REPORTS TO: National Board of Directors

LOCATION: Ottawa, Ontario

JOB SUMMARY:

The Chief Administrative Officer (CAO) serves as the chief executive of Lifesaving Society Canada (LSC) and provides the leadership to guide the successful execution of the national Society's mission, vision and mandate. As the leader of the national organization the CAO is responsible for cultivating a strong, professional and effective organization.

Reporting to the Board of Directors, the CAO ensures an open and transparent working relationship with the Board and provides professional support and policy guidance to ensure that the policy decisions made by the Board are carried out effectively.

The CAO is responsible for the effective development and management of the national Society's programs and operations while exercising stewardship over its human and financial resources. Further, the CAO is the chief advocate and spokesperson for the national Society and as such represents the organization in the community, with stakeholders, funders, sponsors and the media.

Role of the National Office:

- ▶ Implementation of policies and projects approved by the Board
- ▶ Project management support to the Commissions
- ▶ Signing authority for national contracts
- ▶ Work in conjunction with the Board for approval by the Board and subsequent implementation of the National Office strategic plan and work plans
- ▶ Secretariat services to the Board and Board Committees
- ▶ Develop for approval by the Board and subsequent implementation, the national fund development strategy
- ▶ Develop for approval by the Board and subsequent implementation, a communication strategy between national office and the Board, Commissions and Branches
- ▶ Management of national office human and financial resources

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RESPONSIBILITIES:

Leadership & Management

- Work with the Board in the development of the strategic plan to guide the organization
- Act as a professional advisor to the Board on all aspects of the organization's activities
- Foster effective team work between the Board, Committees, Commissions, Branches and national office staff
- Work closely with existing and potential corporate and partners to understand and respond to their needs, as well as identifying opportunities for partnerships.
- In addition to the national President, act as a spokesperson for the organization
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate
- In conjunction with appropriate Commissions, communicate and liaise with other national organizations and within the international lifesaving sector to enhance the Society's profile
- Oversee the administration of all the organization's policies; repository of policies, security of policies, and ensure policies are up to date

Operational planning and management

- Develop an annual operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
- Ensure that the organization operates within the strategic, business and ethical guidelines, standards and expectations of the Board
- 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, review existing policies on an annual basis and recommend changes to the Board as appropriate
- Provide support to the Board by liaising with the national President to prepare meeting agendas and appropriate supporting materials
- Ensure compliance with all applicable laws and regulations

Planning and service delivery

- Oversee the planning, implementation and evaluation of the national office and services
- Ensure that the national product line and services offered by the organization contribute to the Society's mission and vision and reflect the priorities of the Board
- Monitor the day-to-day delivery of the organization's services to maintain or improve quality
- Oversee the planning, implementation, execution and evaluation of special projects

Human resources planning and management

- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- Determine staffing requirements for organizational management
- Recruit, interview and select staff that have the right competencies and personal abilities to help further the organization's mission and vision
- Oversee implementation of human resource policies, procedures & practices
- Ensure staff receive orientation to the organization and appropriate training
- Implement a performance management process including on-going monitoring of staff performance and annual performance reviews
- Promote opportunities to coach and mentor staff to improve performance
- Comply with all mandatory legal/regulatory requirements, i.e. Employment Standards Act, Occupational Health and Safety
- Act as final arbiter in all human resources disputes.

Financial planning and management

- Work with Board, Executive Committee, Commissions & Management Team to prepare a comprehensive budget and secure adequate funding for the operation of the organization
- Oversee compensation and benefits management
- Approve expenditures within the authority delegated by the Board
- Ensure that sound bookkeeping and accounting procedures are followed
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- Provide the Board with comprehensive regular reports on revenues/expenses
- Ensure compliance with all legislation related to taxation, withholding payments and meeting requirements for charitable organizations

Sector relations/advocacy

- Communicate with stakeholders and national sponsors/funders to keep them informed of the work of the organization
- Establish good working relationships within the sector, with sponsors, funders and other national organizations

Risk management

- On an ongoing basis, work with the Board to identify, evaluate and mitigate strategic and operational risks to the National Society and its stakeholders.

Communications

- Develop a comprehensive communication strategy aimed at accurate and timely dissemination of information to internal and external stakeholders
- Implement communications methods and tools to facilitate communication between Commissions
- Expand all aspects of communications, from web presence to external relations with the goal of creating a stronger brand
- Research funding sources and oversee the development of fundraising plans and grant proposals to support program development

Perform other duties commensurate with the role of Chief Administrative Officer.

QUALIFICATIONS:

Education:

- Undergraduate degree in business or related field
- An equivalent combination of education and experience may be considered

Experience and Knowledge:

- 5 years experience as a senior manager
- Minimum 5 years of progressively more responsible experience in management roles, including policy, financial management, human resources management, liaison with funding bodies, planning and project management
- Experience working in the not-for-profit sector
- Experience in preparing and managing budgets, analysing financial records and preparing reports
- Working knowledge of the Lifesaving Society and its role
- Knowledge of the laws governing not-for-profit organizations

Skills and Competencies:

- Functional written and oral communication skills in English and French
- Strong people management skills with experience leading, coaching and mentoring staff
- Marketing, fundraising and communications experience
- Ability to formulate strategies and policies, and create new approaches
- Ability to prepare and manage budgets, analyse financial records and prepare reports
- Ability to take a broad-based view of issues and events and have an understanding of their longer-term impact or wider implications
- Personal commitment to organizational excellence
- Honesty, integrity, and a strong sense of ethics in all decisions and actions
- Action-oriented, entrepreneurial, adaptable, and innovative approach to getting

General:

- Have access to a car and hold a valid driver's license
- Willing and able to travel nationally and internationally
- Willing and able to work outside of regular office hours (evenings and weekends)