

Position Description

Executive Director

Organization: Bell Island Support Network (BISN)

Location: Bell Island, Newfoundland and Labrador

Reports To: Board of Directors

Direct Reports: Employees, Program Staff, Key Contractors

Employment Type: Temporary Full-Time (contract until March 31 2028) Possibility of Extension

Position Summary

The Executive Director (ED) is responsible for the overall leadership, strategic direction, operational management, and sustainability of the Bell Island Support Network (BISN). Reporting directly to the Board of Directors, the Executive Director ensures that the organization fulfills its mission of supporting the health, well-being, and social connection of individuals and families within the Bell Island community.

The Executive Director provides leadership across all aspects of organizational operations, including program delivery, financial management, community engagement, human resources, fundraising, partnership development, and governance support. The incumbent fosters a collaborative, inclusive, and community-focused culture that reflects BISN's values and commitment to service excellence.

The Executive Director acts as the primary representative of BISN within the community and works closely with staff, volunteers, government agencies, community organizations, and stakeholders to strengthen programs, secure resources, and advance the organization's strategic priorities.

Key Responsibilities

1. Strategic Leadership

- Lead the implementation of the organization's mission, vision, and strategic priorities.
- Guide the organization through its current structural transition by formalizing systems, operational policies, and working with key partners.

- Work collaboratively with the Board of Directors to develop and execute strategic and operational plans.
 - Identify emerging community needs and opportunities for program development and organizational growth.
 - Promote innovation, continuous improvement, and organizational sustainability.
 - Promotes and supports a harm reduction approach consistent with the organization's mandate, values, and service philosophy.
-

2. Operational Management

- Oversee BISN support staff who are responsible for the day-to-day operations of BISN programs, service, and facilities.
 - Ensure effective allocation of organizational resources to meet operational and strategic goals.
 - Develop and maintain policies, procedures, and operational standards.
 - Ensure programs and services are delivered effectively, safely, and in alignment with organizational values and funding requirements.
 - Monitor organizational performance and prepare operational reports for the Board.
-

3. Financial Management and Fund Development

- Develop and manage annual budgets in collaboration with the Board and Finance Committee.
- Monitor organizational financial performance and ensure sound fiscal management practices.
- Design and spearhead a diversified revenue-generation strategy, focusing on areas such as grant securement, social enterprise development, and partnership development.
- Design and spearhead a diversified revenue-generation strategy, focusing on areas such as grant securement, social enterprise development, and partnership development.
- Ensure compliance with funding agreements, reporting obligations, and financial policies.

- Support long-term financial sustainability through strategic planning and resource development.
-

4. Human Resources and Volunteer Leadership

- Provide strategic leadership and high-level oversight to program staff, establishing HR frameworks, recruitment standards, and performance evaluation systems across BISN.
 - Foster a respectful, inclusive, and positive workplace culture.
 - Oversee recruitment, onboarding, performance management, professional development, and employee engagement.
 - Ensure compliance with employment legislation, occupational health and safety requirements, and organizational policies.
 - Promote staff wellness, teamwork, and retention.
-

5. Community Relations and Advocacy

- Serve as the primary spokesperson and ambassador for BISN.
 - Build and maintain collaborative relationships with community partners, healthcare providers, government representatives, funders, and stakeholders.
 - Advocate for programs, services, and initiatives that support community well-being and social inclusion.
 - Represent BISN at meetings, events, and community initiatives.
-

6. Governance Support

- Support the Board of Directors in fulfilling its governance responsibilities.
- Prepare reports, recommendations, and supporting documentation for Board and committee meetings.
- Assist with policy development, strategic planning, and organizational evaluation.
- Ensure organizational activities align with bylaws, policies, legislation, and regulatory requirements.

- Ensure strict compliance with federal accountability measures to protect BSN's registered Canadian charitable status
-

7. Program Development and Quality Improvement

- Direct the strategic evaluation of all programs, establishing performance indicators and data collection processes to ensure effective community impact.
 - Monitor program outcomes and community impact using performance indicators and data collection processes.
 - Identify opportunities to improve service delivery, accessibility, and client experience.
 - Ensure programs reflect best practices and community needs.
 - Perform additional executive and leadership duties aligned with the scope of the position as directed by the Board of Directors
-

Qualifications

Education and Experience

- Post-secondary education in business administration, social sciences, community development, health administration, or a related field. Equivalent combinations of education and experience may be considered.
 - Demonstrated senior leadership experience in a non-profit, healthcare, community-based, or public service environment.
 - Experience supporting individuals living with mental health and/or addictions is considered an asset.
 - Experience in operational management, financial oversight, human resources, and strategic planning.
 - Experience working with Boards of Directors and community stakeholders.
 - Experience in grant writing, fundraising, and partnership development.
-

Core Competencies

Leadership and Vision

- Demonstrates strategic thinking and the ability to lead organizational growth and change.
- Inspires confidence, collaboration, and accountability.

Community Engagement

- Strong understanding of community-based service delivery and stakeholder engagement.
- Builds meaningful relationships and partnerships within the community.

Financial and Operational Acumen

- Ability to manage budgets, funding agreements, and operational priorities effectively.
- Demonstrates sound judgment and decision-making.

Communication and Relationship Building

- Excellent interpersonal, written, and verbal communication skills.
- Ability to work collaboratively with diverse stakeholders and community partners.

Organizational and Administrative Skills

- Strong organizational, planning, and time-management abilities.
- Ability to manage multiple priorities in a dynamic environment.

Equity, Inclusion, and Respect

- Commitment to fostering inclusive, respectful, and accessible environments for staff, volunteers, and community members.

Working Conditions

- Community-based environment requiring regular interaction with staff, volunteers, clients, and stakeholders.
- Occasional evening and weekend work may be required.
- Combination of office-based work and community engagement activities.

This position offers a competitive salary and benefits. To apply please send a resume and cover letter to recruit@bellislandsupportnetwork.ca by July 12th, 2026.