



Kootenay Boundary

COMMUNITY SERVICES CO-OPERATIVE

Job Title: Executive Director

Last Updated: April 2025

Job/Position Summary: Reporting to the board of directors, the Executive Director of the Kootenay Boundary Community Services Co-operative (“the Koop”) is responsible for ensuring, in consultation with members, the development of a long term, realistic, sustainable, progressive, concrete, and inclusive strategic plan which provides vision, direction, and impetus to define the future role of the Koop. The focus for this role will be providing leadership and service to its members as well as securing funding for member services. The Executive Director plans, organizes, directs, leads, and administers all Koop activities, programs, and operations consistent with the Council of Members’ directions and consistent with Koop approved policies, goals, and objectives. Additionally, the Executive Director ensures that the mission, vision, and practices of the Koop are consistent with member agency needs. The ED is responsible for regional programs including the development of Foundry Kootenay Boundary (opening 2028) as the lead agency, SKY (a rural-remote Child & Youth Advocacy Centre), and Nobody’s Perfect Parenting.

The Executive Director also manages the finances of the Koop accounts and ensures that the organization’s financial mandates are effective, sustainable, and accurate. This role entails promoting Koop throughout the community and to relevant stakeholders and providing leadership, guidance, and supervision to the staff of the Koop.

Category: Permanent, Part Time

Wage Grid: According to CSEA Grid 18

Key Duties & Responsibilities include but are not limited to:

RESPONSIBILITIES	INDICATORS
1. Program development	<ul style="list-style-type: none"> ● Formulates and develops new program or service proposals, directions, or initiatives, in consultation with the Council of Members and the Board of Directors for the Council’s review, discussion, and approval.
2. Strategic organizational planning	<ul style="list-style-type: none"> ● Takes a lead role in developing an operational plan to carry out the strategic plan to further the goals of the Koop. ● Provides current and relevant information related to the management and strategic development of Koop. ● Ensures that appropriate evaluation strategies, including measures of program efficacy, member satisfaction (e.g. focus groups, workshop evaluations, attendance statistics), and outcome measures are in place.
3. Financial management, budgeting, and securing funds	<ul style="list-style-type: none"> ● Prepares annual operating plans and budgets for consideration and review by the Board and Council. ● Applies for funding opportunities directly relevant to the future needs, goals, and values of the Koop and its member organizations. ● Oversees and maintains control of approved budgets and expenditures for assigned programs and projects and plans for the long-term financial stability of the Koop.

RESPONSIBILITIES	INDICATORS
<p>4. Providing oversight and leadership for all operations, employee relations, and the development of co-operative culture</p>	<ul style="list-style-type: none"> ● Plans, organizes, directs, and controls the long-term, day-to-day operations and administration of the Koop. ● Hires, supervises, and manages employees and contractors. ● Oversees the implementation of human resources policies, procedures, and practices. ● Establishes a positive, healthy, and safe work environment that is inclusive and respects diversity and is in accordance with all appropriate legislation, regulations, and approved policies. ● Engages in a performance appraisal with the Board based on a set of negotiated expectations. ● Assists in the development of job descriptions and evaluations. ● Ensures that members are kept up to date on the operations of the co-operative. Provides information about Co-op activities on a timely and regular basis. ● Attends Board of Director Meetings and provides relevant reports as requested by the Board including, financial reports, program and co-op activity updates, etc. ● Coordinates and participates in Council Meetings and provides relevant reports as requested by the Council, including, financial reports, program updates, and strategic plan updates. Provides support to Board and Council Committees as needed.

RESPONSIBILITIES	INDICATORS
<p>5. Managing and maintaining positive connections with internal and external stakeholders</p>	<ul style="list-style-type: none"> ● Maintains effective positive working relationships with members; government officials; funders; regional, provincial and federal stakeholders; and community groups. ● Participates in and supports various working groups, community initiatives, and committees, as directed by the Board and Council of Members. ● Strengthens connections and promotes collaboration between social service organizations in the Boundary, the Columbia Basin, and in the province. ● Provides leadership and promotes positive, collaborative, and effective working relationships amongst all Koop member agencies, staff and contractors. ● Represents the Koop in a positive and professional manner to all stakeholders. ● Engages positively and effectively with the media.
<p>6. Supports implementation of fund development program.</p>	<ul style="list-style-type: none"> ● Oversees the strategic development and implementation of the Foundry Kootenay Boundary capital campaign (\$2M+ raised by 2028). ● Supports the prospecting, solicitation and stewardship of campaign donors.
<p>7. Mitigating risks, providing a regulatory presence to ensure KBCSC operates with low risk of liabilities</p>	<ul style="list-style-type: none"> ● Oversees and ensures risk management policies and procedures are sufficient to protect the Koop Board, employees, and volunteers from liability and other claims. ● Ensures the co-operative carries adequate and appropriate liability insurance coverage. ● Ensures the integrity and continuity of the co-operative's information systems and data, including physical and cyber security. ● Establishes and ensures all aspects of projects are carried out expeditiously and consistent with Koop objectives and policies by closely monitoring and directing the work of consultants, contractors, and vendors.
<p>8. Promotes the policies and procedures of the Koop</p>	<ul style="list-style-type: none"> ● Leads the development and review of Koop policy and procedure. ● Provides final decisions to clarify unclear or absent policies.

RESPONSIBILITIES	INDICATORS
<ul style="list-style-type: none"> ● Represents Koop in a positive and professional manner 	<ul style="list-style-type: none"> ● Behaves professionally in meetings with the community or stakeholders. ● Acts as a resource and point of contact to the community in areas of expertise. ● Escalates concerns about Koop or any person associated with Koop to the Board. ● Develops and maintains positive relationships with individuals and groups in the community. ● Other related duties as assigned.

Reports to:

The Koop Board of Directors

Education and work experience

- A university degree, preferably graduate level, in a relevant discipline(s), and related professional certificates.
- Advanced level of experience and training in nonprofit management.
- Experience in negotiation and securing funding.

Skill requirements / core competencies

- Excellent presentation, public relations, oral, written, and interpersonal communications skills.
- Demonstrated teamwork, leadership, and relationship building skills.
- Demonstrated managerial and administrative skills.
- Skills in project and program planning, financial and contract management, marketing, communications, and human resource management.
- Demonstrated skills in securing funding, including grant/proposal writing.
- Knowledge of community, member agencies, and the work of the Koop.
- The ability to prioritize multiple important tasks and delegate to the appropriate parties as needed.
- Strong problem solving and decision-making skills.
- Highly organized and fluent in office procedures and systems.
- Proven organizational and time management skills.
- Change management skills.
- Ability to work independently and provide leadership to a team of employees.

- Demonstrated high level of judgement, tact, and diplomacy in interacting with a wide variety of internal and external stakeholders.
- Inspires a culture of shared core values to create a unified and engaged environment, builds strategic alliances, maintains effective relationships, communicates in a compelling and articulate manner, and fosters open respectful two-way communication channels.
- Displays a high level of integrity and transparency, is seen as ethical and compliant with a strong belief in building trust and an inclusive culture.
- Knows, understands, and operates sensitively and effectively within community service structures and climates, and strategically builds consensus, manages/resolves conflicts, and influences agreeable outcomes.
- Analyzes and synthesizes information to understand issues, identify options, and make appropriate, and timely decisions.

Additional requirements

Completion of a successful Criminal Reference Check.

Access to a vehicle and a valid driver's license

Working Conditions

- Ability to sit for long periods.
- Work hours are flexible, teleworking is available, minimum 1 day/week in the Nelson office are required.
- Ability to work in a fast-paced work environment with frequent interruptions and competing priorities.
- Role is 24 hours weekly (M-F, flexible within business hours) with the potential to increase up to 8 hours additionally, pending funding approval.