

CES EXECUTIVE DIRECTOR

Responsibilities and Qualifications

September 29, 2014

The Executive Director (ED) has overall responsibility for the successful management of CES according to the strategic direction set by the Board of Directors and in collaboration with Board committees and CES suppliers. The ED reports to the Board of Directors through the President.

RESPONSIBILITIES

Strategic planning and management

In collaboration with the President, the ED assists the Board in renewing the strategic plan to guide the organization: identification of internal and external issues; professional advice; drafting of the strategic plan for consideration by the Board.

In collaboration with the President, the ED identifies and evaluates risks to the organization's members, Board, finances, image and implements measures to control risks.

Operational planning and management

In collaboration with the Executive Committee, the ED develops an operational plan which incorporates goals and objectives that work towards achieving the strategic plan of the organization, for consideration by the Board.

In collaboration with the Governance and Process Committee, the ED ensures that policies and procedures meet the needs of the Society: drafting of new policies and procedures and revisions to existing policies and procedures, for the approval of the Board.

In collaboration with the secretariat, the ED establishes and maintains operational procedures and other procedural manuals: creation of new procedures and updating of existing procedures according to Board decisions; coordination with the secretariat to implement procedures.

In collaboration with the Communications and Marketing Committee, the ED ensures efficient internal and external communication: maintenance of the flow of communications with the Board, its committees, and Chapters,

membership, the secretariat, and suppliers; follow-up on incoming requests; implementation of the corporate identity.

Financial planning and management

In collaboration with the Board, the ED secures adequate funding for the operation of the organization by researching funding sources, preparing proposals, and overseeing the development of sponsorship and fundraising plans.

In collaboration with the secretariat and the Treasurer, the ED prepares a comprehensive budget.

The ED approves expenditures within the authority delegated by the Board.

In collaboration with the secretariat and the Treasurer, the ED ensures that sound bookkeeping and accounting procedures are followed.

In collaboration with the Treasurer, the ED provides the Board with comprehensive, regular reports on the revenues, expenditures, and activities of the organization.

In collaboration with the secretariat and the Treasurer, the ED ensures budgets are followed and maintained.

Program planning and management

The ED oversees the planning, implementation, execution, and evaluation of the organization's programs, services, and special projects. In particular, the ED supports Conference Hosting Committees with the coordination and organization of the annual conference.

The ED manages the provision of third-party services (ensuring fidelity of agreement and assuring that milestones are met before authorizing payment).

The ED coordinates translation services: negotiates with translators for rates and timing; receives requests for translation; determines urgency and assigns the work; monitors project status and deals with the translator; receives translated work, reviews for accuracy, and distributes it accordingly.

The ED maintains electronic and paper filing and backups of documents and data (knowledge management).

Community relations/advocacy

In collaboration with the President and the Past President, the ED identifies and liaises with bodies that can support the objectives of CES. In particular, the ED established good working relationships and collaborative arrangements with other stakeholders, including but not limited to CESEF, IOCE and RFE.

In collaboration with the President, the ED facilitates relationship-building with Chapters, working towards achieving common goals and enhancing a collaborative relationship.

In collaboration with the President and the Vice President, the ED supports a national lobbying/advocacy effort for increased use of evaluation, the professionalization of the practice, and the use of the Professional Designations.

Board of Directors support

The ED assures the organization of Board events including face-to-face meeting logistics, the preparation and distribution of service certificates, the annual Presidents' luncheon, Annual General Meeting, the annual Awards luncheon, the annual CJPE Editorial Board and Credentialing Board meetings.

The ED ensures the Board carries appropriate and adequate insurance coverage; ensure that the Board understands the terms, conditions and limitations of the insurance coverage.

The ED supports committee chairs in their mandates by providing regular research and information (e.g. statistical information about membership).

QUALIFICATIONS

Education: degree in related area, preference will be given to a relevant graduate degree.

Professional designation: Credentialed Evaluator designation an asset.

Language requirements: ability to communicate in English and in French (reading, writing, understanding, speaking).

Knowledge of

- leadership and management practices, particularly related to non-profit / voluntary organizations.
- strategic and operational planning.
- financial management.
- project management.
- fundraising strategies.

- CES and its mandate, and evidence of commitment to program evaluation.
- current challenges and opportunities relating to the mission of the organization.
- the operational, policy and legislative contexts affecting CES.
- the use of computers as used in an office setting.

Personal characteristics:

- adaptability.
- ethical behaviour.
- team player, relationship building.
- effective communication.
- creativity/innovation.
- focus on client needs.
- leadership, decision making.
- organization, planning, problem solving, strategic thinking.

Experience/ competency:

- 7 or more years of progressive management experience in the non-profit sector, private sector, or government sector, with 3 years in an executive/ senior management position.
- Prior executive leadership experience with government, the private sector or not-for-profit organizations (for example, CES experience, similar organization such as management consulting, marketing research and intelligence, etc.).

WORKING CONDITIONS

The Executive Director is a one-year term position that is subject to renewal. It is a part-time position with a three-day-a-week commitment, on average. The salary will be commensurate with experience but will not exceed \$50,000 per year (for a three-day-a-week basis).

Standard working hours are the norm but meetings and teleconferences may take place evenings or weekends.

The Executive Director is home-based. CES offers no work space but will provide an allocation for office equipment.

The Executive Director is in regular telephone and e-mail contact with the CES president, other CES officers and directors, and the CES secretariat.

All work products will be the property of CES. All documentation and work products will be returned to CES upon completion of the work term.