



THE PROSTATE CENTRE

*Serving Vancouver Island
and the Gulf Islands*

JOB DESCRIPTION

Title: Interim Executive Director
Reports to: The Board of Directors
Date: January 2012

Name of Incumbent: To be determined
Name of Board Chair: Dr. Munjeet Bhalla

OVERALL PURPOSE

The Executive Director is the senior staff member for The Prostate Centre and reports to the Board of Directors through the Board Chair. This position is the staff member of the not-for-profit organization who is responsible for carrying out the Vision, the Mission and the Goals of The Prostate Centre, which also includes the management of the administrative, fund development and the education, programs and services provided throughout Vancouver Island and the Gulf Islands.

KEY ACCOUNTABILITIES

- Manages The Prostate Centre's annual budget according to approved Policies and Procedures along with annual approval by the Board of Directors.
- Promotes and implements a fully integrated strategy for The Prostate Centre through traditional functions involving board relations, strategic programs and events management, external communications, web presence, and volunteer engagement, training and supervision.
- Develops and/or approves promotional and marketing strategies, including the execution of plans to secure funding or new revenue streams for future programs.
- Fosters and maintains good working relationships with government representatives, regional decision-makers, public interest groups, businesses, community leaders, and the media including negotiations with outside parties on behalf of the organization.
- Increases the visibility of The Prostate Centre through publications and virtual communications, such as the newsletter, annual report, brochures, website, and through the creation of new community partnerships and third-party fundraising events.
- Provides administrative support, including partnering with the Board Chair, in planning and preparation for Board meetings and ongoing Committee work such as the preparation of meeting agendas, recordkeeping, financial management and budget preparation.
- Oversees and manages all operation areas of The Prostate Centre through effective supervision of part time and full time staff.
- Serves as the final authority for all personnel matters and has ultimate authority for all hiring or discipline decisions, compensation and required actions.

QUALIFICATIONS

1. A post secondary degree is preferred with a major in business and/or a combination of equivalent experience and appropriate education is essential.
2. A minimum of five years of progressively responsible experience in a not-for-profit setting.
3. Demonstrated leadership ability to develop strategic plans, implement programs, organize, initiate, and motivate.
4. Strong time management skills, project management, event management, and meeting management skills and proven ability to lead a team of individuals towards a common goal.



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5. Excellent communication skills, coupled with strong writing and presentation skills, as well as the ability to present before a group.
6. Excellent analytical skills with the capacity to apply knowledge in new ways to unique situations.
7. Ability to work collaboratively with colleagues in a team environment.
8. Commitment to the highest ethical standards.
9. Familiarity in working within a community-based health organization.

The board is eager to work with an experienced nonprofit professional who comes with expertise in building organizations and cultivating relationships. This highly visible and hands-on executive will be responsible for raising future dollars, continuing the implementation of a strategic plan, and increasing local visibility and awareness.

Successful candidates will be entrepreneurial in spirit, collaborative in leadership style, and flexible in handling the challenges of a growing organization.

REMUNERATION

The current remuneration for this **16-month maternity leave position** is subject to review of relevant experience and expertise. The position will be valid from April 1st, 2012 to August 31, 2013.

HOW TO APPLY

- Deadline for applications is 4:30 pm on Friday, February 10, 2012.
- Targeted Start date is set for Monday, April 1, 2012.
- Submit cover letter and resume with your name and the words "Application for Interim Executive Director" in the subject line to tpc@theprostatecentre.org. Documents may be sent in either Microsoft Word or PDF format.
- We thank everyone for your interest, but only those selected for interviews will be contacted.