



PTP Job Description

Job Title: *Executive Director*
Reports to: *Board of Directors*

Job Description:

The Executive Director holds responsibility for all aspects of PTP's programs and operations, including strategic planning, research initiatives, program and policy development and personnel management. The E.D. must ensure students and clients receive innovative, high quality programs and services in a stimulating environment at PTP while providing employees with a supportive and satisfying work environment. The ED must ensure the viability of the organization, its good financial health and its good reputation amongst adult educators and trainers in Canada

Duties and Responsibilities of this position include:

Programs & Services

- 1. Developing programs that meet client's and community's changing needs*
- 2. Developing PTP's funding base and maintaining positive relationships with funders and stakeholders*
- 3. Planning and consulting to meet the future needs of the organization*
- 4. Ensuring the necessary facilities, equipment and resources are in place to fulfill the mandate and objectives of the organization*
- 5. Supporting Managers*
- 6. Identifying research & development initiatives and pursuing all appropriate revenue sources and government grants*

Employee Relations / Personnel

- 7. Ensuring staffing practices meet the needs of the organization and that highly qualified employees are in place*
- 8. Providing leadership to PTP's personnel through effective objective setting, delegation, and communication*
- 9. Establishing and maintaining effective employee relations strategies including ongoing evaluation and monitoring of employee performance*

Board of Directors

- 10. Supporting the Board in its work*
- 11. Working with the chair to prepare the agenda and ensuring supporting materials for the board and committee meetings are completed*

(Duties and responsibilities continued...)

12. *Attending Board meetings and ensuring accurate, complete minutes are maintained*
13. *Planning and reporting on regular Board meetings*

Community Relations

14. *Communicating with stakeholders to keep them informed of the work of the organization*
15. *Establishing good working relationships and collaborative arrangements with community groups, funders and other organizations to help achieve the goals of the organization*
16. *Overseeing the organization's official public relations and communications*
17. *Acting as a spokesperson for the organization*
18. *Representing the organization at community activities to enhance the organization's community profile*

Finances

19. *Ensuring the preparation of the annual budget for Board approval*
20. *Administering the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization*
21. *Maintaining full awareness of the complete financial, statistical, and accounting records of the organization*
22. *Creating interim and annual reports on PTP's financial activities throughout the year*
23. *Developing and maintaining a healthy organization by ensuring that sound bookkeeping and accounting procedures are followed*
24. *Ensuring PTP's annual audit is completed in a timely manner*

Organization - Planning and Development

25. *Recommending to the board policies and procedures that would improve the organization*
26. *Developing with the board strategic plans to guide the organization*
27. *Working with the staff to carry out PTP's mission, vision and strategic plans*
28. *Participating in board development & recruitment*

This position supervises:

- *Managers*
- *Bookkeeper*
- *Certain consultants*