



**Precious Minds Support Services
OPPORTUNITY FOR EMPLOYMENT**

Executive Director

Announcement

The Board of Directors is beginning the process to hire an Executive Director for Precious Minds, a charity that exists to provide support to families with children who have barriers to learning. Precious Minds is a ten-year organization that operates through the efforts of a volunteer Board of Directors, capable and passionate staff who work from our Resource and Learning Centre, community partners and many volunteers.

As an organization, Precious Minds is committed to excellence and professionalism in the way we operate. We look for staff and volunteers who share our vision and passion to provide support to families and to encourage positive development in children with barriers to learning. The following values represent the organization's guiding principles:

Respect: We believe that all people have inherent value and dignity and it is our goal that every person who comes into contact with our organization will experience individual acceptance, attention, care, support, love and compassion.

Integrity: We believe in creating an environment of honesty, accountability, confidentiality and reliability as we work together to meet the demands of relationships and responsibilities associated with this organization.

Professionalism: We believe in doing things with excellence and, through regular evaluation and adjustment, work to grow and develop this organization for effective impact in our area of influence.

Creativity: We believe in developing a culture where individual gifts and strengths are valued and promoted, and we work to release creative energy into every aspect of this organization.

Team-work: We believe in the value of individuals with different skills coming together with common passion and purpose to achieve shared goals. As we build teams at Precious Minds, we are most interested to ensure that every person involved is aligned with our vision and values, and that each person brings a positive spirit of contribution and congeniality.

The role and responsibilities of the Executive Director for Precious Minds are outlined on page 2 with an explanation of the organizational structure on page 3.

Resumes and application letters for the Executive Director position should be sent to:
Sharon Simmonds, sjsimmonds@preciousminds.com, 905-852-6939

**Precious Minds Support Services.
Job Description**

Executive Director

Position Summary:

Supply the Board of Directors with meaningful, relevant data for making effective strategic plans and decisions. Working closely with the Executive Team, ensure the objectives approved by the Board of Directors are achieved. Using a relational team approach and an open communication forum, strive to continuously improve systems to meet the needs of the families of North Durham Region and surrounding communities.

Responsibilities:

- Provides leadership and oversight to Facility, Finance & Fundraising, Family Support, Administration, and Communication & Marketing.
- Provides mentoring to direct reports.
- Provides strategic direction and monitoring for performance improvement and growth.
- Ensures that Precious Minds establishes and achieves appropriate performance targets that are aligned with the charity's vision and annual revenue plan.
- Contributes to the coordination and promotion of new programs and products.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Serves as a role model in the areas of leadership, change management, teamwork, continuous improvement, safety and environmental stewardship to ensure alignment with the charity's vision.
- Public representative of the charity.

Competencies:

- Ability to effectively present information to businesses, public groups, professionals, and boards of directors.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to respond to common inquiries or requests from donors, parents/caregivers, professionals, regulatory agencies, or members of the community.

Supervisory Responsibilities:

Responsible for the overall direction, coordination, and evaluation of the charity's main areas of focus: Facility, Finance & Fundraising, Family Support, Administration, and Communication & Marketing. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

The Executive Director is a part-time employee with Precious Minds.

Precious Minds Support Services

Providing support to families with children who have barriers to learning

