

COMMUNITY ACTION INITIATIVE

Interim Administrative Offices:
Canadian Mental Health Association - BC Division
1200 - 1111 Melville St, Vancouver BC, V6E 3V6

Provincial Director Position Posting # CAI-1 January 2010

- Term :** 1 year contract or secondment. Full time for the first 6 months. Following a 6-month review, hours will be reviewed arriving at a mutually agreeable contract, likely to 3 to 5 days per week.
- Status:** Independent Contractor
- Accountable to:** CAI Co-Chairs

Overview

The Program Director is responsible for the successful leadership and program management of the Community Action Initiative (CAI) Secretariat, according to the strategic direction set by the CAI Leadership Council, the Reference Group and the Co-Chairs ("Council"). In particular, the Director is responsible for creating and managing programs and services, developing and maintaining Council and external stakeholder relations, overseeing communications, supervising staff, and legal and fiscal management (in keeping with the framework provided by the host organization).

The Program Director's work site will be provided by a host organization. The name and location of the host organization will be determined by April 2010.

About CAI

In June, 2008 the Province of British Columbia awarded \$10 million to help support community actions that promote mental health, prevent substance abuse problems and promote treatment. This funding is being stewarded by a coalition of non-governmental organizations known as the Community Action Initiative (CAI). Over the past seven months, the members of this group have developed a draft statement of Purpose, a Statement of Principles for working together and a Strategic Plan, developed Terms of Reference and confirmed membership of the CAI decision making and governance structure to guide efforts going forward.

Having completed a number of key organizational development tasks, the CAI is now establishing a Secretariat function where the offices and operational infrastructure will be provided by a host organization and human resources will be provided on a contract basis.

About You

This is an excellent opportunity for an individual who is a natural relationship builder, is accustomed to consulting or contracting and thrives in start-up or ambiguous environments. The ideal candidate is comfortable participating in strategy as well as operations, program and team management, and ultimately being accountable for delivering on commitments within established timelines.

Key 6-month Deliverables

- Develop communications strategy; define and source resources.
- Create processes, policies and procedures for:
 - Operations
 - Proposals and funding
 - Financial reporting and controls
- Create processes, work plans and terms of reference for ensuring all stakeholders are informed, aligned, and provided with an opportunity to provide input.
- Create project management and evaluation methods to ensure committee, programs, and partners are meeting goals and objectives.
- Create an Operational Plan including resource requirements.
- Create a Financial Plan including resource requirements.
- Establish strong relationships with stakeholders (including partners and potential partners) and gain credibility and respect for the CAI.
- Meet milestones and deadlines mutually established by incumbent and Leadership Council demonstrating a balance between execution and acquiring direction and buy-in from stakeholders.
- Identify gaps in existing mental health programs and services to guide the development and delivery of programs by CAI.
- Identify, analyze, evaluate and communicate best practices, new approaches and emerging opportunities for CAI.
- Negotiate strategic and program partnerships.
- Become a subject matter expert on issues to enable incumbent to be the spokesperson on behalf of CAI.

Responsibilities

Leadership

- Participate in advancing the vision and strategic plan to lead CAI, in collaboration with Council.
- Identify, assess, and inform Council of internal and external issues that affect CAI.
- Act as an advisor to Council on all aspects of CAI's activities.
- Foster effective teamwork and communication and alignment between Council, internal and external working groups and the host organization.
- Develop an operational plan, which incorporates goals and objectives that support the strategic direction of CAI.
- Oversee the efficient and effective day-to-day operations of CAI, ensuring that it meets the expectations of stakeholder groups.
- Act as a spokesperson for CAI as per the policy to be established by the Leadership Council.
- Represent CAI in the community to enhance its profile.

Legal and Fiscal Management

- Develop and manage an annual budget.
- Administer the funds of CAI according to the approved budget and monitor the monthly cash flow of CAI.
- Approve expenditures within the authority delegated by Council.
- Ensure that sound bookkeeping and accounting procedures as well as legal requirements, are adhered to, as per the contract with the host organization.
- Ensure Council is provided with timely financial reports.

Council and Working Groups

- Provide leadership in developing direction for Council and Working Groups/Committees as established.
- Oversee the co-ordination of meetings, provide leadership in developing agendas and ensure effective communications with meeting participants.
- Work in collaboration with each Working Group and its Chair to determine goals and objectives, terms of reference and annual work plans.

Programs, Partnering, Convening, Granting

- Working with stakeholders and Council members, identify gaps in existing mental health programs and services and guide the development and delivery of programs by CAI or existing service providers to fill these gaps.
- Review, create, develop, and respond to partnership inquiries, programs and projects that are consistent with the CAI plan, direction and agreements.
- Identify, analyze, evaluate and communicate best practices, new approaches and emerging opportunities for CAI.
- Negotiate strategic and program partnerships as per the direction of the Leadership Council .
- Maintain partnerships and projects by developing goals, objectives and budgetary requirements, measures for success and intended outcomes, monitoring impact and stakeholder benefit and evaluating success against stated goals.
- Create and manage funding process and policies and procedures, including funding inquiries and financial accountability.
- Maintain sound working relationships with current and prospective partners and grantees.

Marketing and Communications

- Collaborate with Council and Communications staff to create CAI Communications plan.
- Oversee the Communications plan which may include communications support for partnerships and projects, e.g. website development, key messaging, hard copy and web-based publications, media and public relations, CAI messaging and positioning, event management, writing, and editing.

- Act as spokesperson for Council on specific Council initiatives and on the issue of community mental health.

Staff and Contract Staff Management

- Determine staffing and resource requirements for operations.
- Hire, lead and manage Secretariat staff, contractors and vendors.

Evaluation

- Oversee the collection and analysis of data, gap analysis and the development of short term and long term plans to address barriers to community mental health.
- Develop and implement an evaluation framework for programs and services including establishing benchmarks and measurables on an annual basis.
- Oversee staff and working groups implementation of activities.
- Prepare annual report for review by Council, host organization, and other key stakeholders.

Education and Experience

- University degree with applicable course work or equivalent experience.
- 5 or more years of progressive senior management experience in a community focused organization.
- 5 or more years with strong operational management experience and in-depth knowledge of administrative oversight.

Knowledge/Skills

- Understanding of the issues facing community access to mental health and addictions resources.
- Familiarity with the mental health and addictions sectors (“lived” experience and inclusion of lived experience in decision-making processes would be definite assets).
- An understanding of the relationship between various Ministries and the social profit sector.
- A working knowledge of Aboriginal Groups : First Nations, Metis and Urban Aboriginal populations.
- Adoption of leadership and management principles of a healthy organization.
- Sound financial management skills.
- Proven project and team management skills.
- Knowledge of human resource management.
- Demonstrated proficiency in use of computer software including Word, Excel, Power Point, Internet.

Core Competencies

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing workforce environment while maintaining effectiveness and efficiency.
- **Behave Ethically:** Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of CAI.
- **Building and maintaining Relationships:** Establish and maintain positive working relationships with both internal and external clients to achieve the goals of CAI, including the ability to manage upwards.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques. Excellent public speaking and presentation skills as well as conflict resolution and active listening skills.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of CAI and to create new opportunities.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems and make decisions. Able to work with individuals and organizations from a wide variety of cultures, abilities and perspectives, particularly with those from marginalized groups.
- **Lead:** Positively influence others to achieve results that are in the best interest of CAI.
- **Decision Making:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of CAI.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- **Problem Solving:** Assess challenges to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Operational:** Ensure an efficient and effective environment. "Bring together all the moving parts".

How to Apply

If this sounds like you, we would love to hear from you! Submit your covering letter and resume (preferably in the same document) **by Feb 05, 2010** to alaird@connectsus.com and **be sure to include your name and position # CAI-1 in the subject line to avoid challenges with spam filtering.**

Applicants will receive an emailed response confirming receipt of their application submission. Only candidates who are selected for an interview will be contacted by **Feb 15, 2010.**