

## **Employment Opportunity: Executive Director**



The WRENCH is a non-profit organization that strives to make bikes and knowledge of bicycle repair and maintenance assessable to the public by:

- Providing programming, education and resources for community members, groups and organizations
- Supporting and promoting bicycle use within the city
- Supporting new and existing community bike shops

Through collaboration with community groups, schools, municipal representatives and individuals, The WRENCH:

- Provides access to cycling programming for youth groups, community organizations, agencies and schools
- Supports and increases the number and skill level of school and community mechanics and volunteers
- Empowers youth and other community members through mentorship, training, building confidence and self-esteem
- Reduces waste by refurbishing and recycling bicycles and bicycle parts

**The WRENCH is seeking an Executive Director to provide organizational leadership and financial planning and management of The WRENCH.**

### **Job Description**

#### Leadership

- Participate with the Board in developing a strategic plan to guide the organization.
- Identify, assess and inform the Board of internal and external issues that affect the organization.
- Foster effective team work between the Board and the Executive Director, and between the Executive Director and other employees.
- Act as a spokesperson for the organization, subject to the Board's direction.
- Represent the organization at community activities to enhance the organization's community profile.

#### Financial planning and management

- Work with staff and Board to prepare a comprehensive budget.
- Coordinate all aspects of fundraising, including developing foundation proposals, securing donations and sponsorship, fundraising events, and donor recognition.
- Ensure that sound bookkeeping and accounting procedures are followed.
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization.
- Provide the Board with comprehensive, regular reports on the revenues and expenditures of the organization, including a monthly financial analysis.

#### Operational and program planning and management

- Develop operational plans that work towards the strategic direction of the organization.
- Oversee the planning, implementation and evaluation of the organization's programs and services.
- Ensure that the organization's operation meets the expectations of the Board, funders and clients.
- Oversee the efficient and effective operation of the organization.
- Draft policies and procedures for the Board, review existing policies and procedures and recommend appropriate changes.
- Support the Board by preparing meeting agendas and supporting materials.
- Deliver a monthly report to the Board, giving the status of each area of responsibility.

#### Human resources planning and management

- Determine staffing requirements for management of the organization and delivery of programs.
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations.
- Implement a performance management process for all staff, which includes an annual performance review.

#### Community relations and advocacy

- Communicate with stakeholders to keep them informed of the organization's work and to identify changes in the community served by the organization.
- Establish good working relationships and collaborative arrangements with community groups, schools, youth groups, cycling groups, funders, and media and other organizations to help achieve the organization's goals.

#### Qualifications

- Ability to self-direct, prioritize and meet deadlines
- Excellent interpersonal communication and conflict management skills
- Experience working with non-profit/community organizations and boards
- Project management from conceptual design to final assessment
- Proven experience in non-profit fundraising and grant writing
- Familiarity with community bike shops and other local cycling organizations
- Awareness and sensitivity to issues of marginalization (sexism, racism, classism) and cultural diversity
- Understanding of community economic development principles
- Experience working with Aboriginal and newcomer communities
- Experience working with youth and knowledge of community based youth serving organizations
- Experience building consensus within and between organizations

The successful candidate will be required to complete a child abuse registry check and a criminal record check.

**Application deadline: Monday, June 22, 2015**

**Start Date: ASAP**

Please submit resume and cover letter to The WRENCH Hiring Committee by email to:  
info@thewrench.ca