



EXECUTIVE DIRECTOR

INFORMATION



capservices.ca



North Vancouver, BC

EXPERIENCE

- Community services
- Strategic planning
- Program administration
- Resource management
- Team leadership

SKILLS & COMPETENCIES

- Leadership
- Sound judgement
- Communication skills
- Community relations
- Financial acumen

TO APPLY

Letter of Introduction &
resume via email to
Harbour West Consulting

Capilano Community Services Society (situated in the Lions Gate Community Recreation Centre) is located on the unceded traditional territories of the Coast Salish Peoples, including the Skwxwú7mesh (Squamish), Səlílwətaʔ/Selilwitulh (Tsleil-Waututh), and xʷməθkwəyəm (Musqueam) Nations.

ORGANIZATIONAL PROFILE

Capilano Community Services Society is a non-profit, registered charity that connects residents of the North Shore to their communities by providing support services, resources, outreach, as well as on-site programs and volunteer opportunities that address the current and emerging needs of at-risk youth, families, and seniors. Capilano Community Services Society provides programming designed to support and enhance social connections, health and well-being, and resiliency with goals to foster vibrant, inclusive, and caring communities where residents feel a sense of belonging and can thrive.

ABOUT THE ROLE

The Executive Director reports directly to the Board of Directors and works in a manner consistent with the mission, constitution and bylaws, policies, and procedures of the Capilano Community Services Society. The Executive Director represents the Society to governments, organizations, businesses, donors, supporters and to the public. The Executive Director is responsible for participating in the development of and execution of the Society's goals, objectives, and work plan including the creation and implementation of policies and procedures; the financial and resource management; and the development, implementation and evaluation of programs, activities, and services.

This is a challenging and dynamic opportunity for a non-profit leader who is committed to inclusive community engagement and services. The ideal candidate will have relevant education and professional development with a minimum of five (5) years' experience in a senior management position. The preferred candidate will demonstrate experience in collaborative team leadership, financial and administrative management, program delivery, and community engagement. Demonstrated experience working with or for non-profit board is an asset. A combination of equivalent education and experience will be considered.

The salary range for this role is \$90,000 - \$110,000 annually, supplemented by a competitive total compensation package. This position is full time and based onsite.

CONTACT DETAILS

Should you be interested in learning more about this unique opportunity with Capilano Community Services, please contact Harbour West Consulting at 604-998-4032 or forward your resume, a letter of introduction and the names and contact information for three references, in confidence, to info@hwest.ca.