



Executive Director
INCLUSION LETHBRIDGE ASSOCIATION
Salary and Hours to be determined

Application closing date: February 13, 2025

OVERVIEW

The executive director will take direction from the Inclusion Lethbridge Association Board of Directors to accomplish the vision and mission of the Association.

Our vision is that everyone is fully included, living with dignity in their communities, participating, contributing, and respected for the whole of their lives. Our mission is to empower and support individuals with developmental and intellectual disabilities in collaboration with their families to have good and worthy lives, included and valued without discrimination, enjoying all the rights and responsibilities of full human citizenship.

Reporting to and collaborating with the Board of Directors, the Executive Director is responsible for the successful leadership and management of Inclusion Lethbridge according to the strategic direction set by the Board of Directors.

Primary duties and responsibilities

- alignment with strategic plan and with vision, mission and values
- community engagement and support for families and individuals with intellectual and developmental disabilities
- monitor internal and external factors affecting ILA
- manage the organization's activities
- communications on behalf of and in collaboration with the Board

Operational planning and management

- policy and procedures development and review
- security
- support to the Board

Program planning and management

- support for education and community building activities
- staffing and volunteer management
- human resources, recruitment, evaluation, and training
- safety

Financial planning and management

- budgeting
- grant research and writing
- fundraising
- cash flow and accounting administration
- financial reporting
- compliance with all tax and non-profit legislation

Risk management

- identify, evaluate, and control risks for ILA's people (those we support, staff, management, volunteers), property, finances, goodwill, and image

- insurance

Education

- Post secondary degree in human services, social work, or related experience

Knowledge, experience, skills, and abilities in the following areas

- nonprofit/voluntary organization leadership and management principles
- federal and provincial legislation applicable to voluntary sector organizations, including employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, and health coverage.
- current community challenges and opportunities
- human resources management
- financial management
- project management

Behavioural competencies

The Executive Director should be competent in the following:

- Adaptability
- Collaborative work
- Ethical behaviour
- Relationship development
- Effective communication
- Creativity and/or innovation
- Support for families
- Teamwork development
- Leadership
- Decision-making
- Organization
- Planning
- Problem-solving
- Strategic thinking

Our commitment to Inclusion

- We provide equal employment opportunity for all applicants and employees and do not discriminate on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status, disability, or any other characteristic protected by local law.
- We particularly encourage applications from Black people, Indigenous people, and people of colour, people with disabilities, members of the LGBTQ2+ community and those with varied areas of expertise and lived experiences.

Accessibility Accommodations

- We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Submit Application to Inclusion Lethbridge, 527 6th St. S., Lethbridge, AB. T1J 2E1
Email: front.desk@inclusionlethbridge.org