



Are you seeking a new and exciting challenge ? Our client, **Women in Business NB Initiative**, could have the right job opportunity to meet your challenge. Offering services and programs to women entrepreneurs in NB, we are looking for a dynamic, passionate and motivated person to fill the position of **Director for Women in Business NB Initiative**.

Reporting to the Advisory Board (AB) and the Executive Director of the NB Association of CBDCs, the Director will have the primary mandate to implement and operationalize the key elements of the organization's strategic plan. In addition, the candidate will have demonstrated experience in the human, financial and project management.

Roles and responsibilities :

The Director will be responsible to execute, but not only, the following tasks:

Leadership

- Assist the Board Members in developing the organization's strategic plan; objectives and guide the organization's activities
- Participate to all Board meeting
- Actively participate in various committees and other business associations for women in business in NB and in Canada
- Identify and evaluate internal and external issues that could impact the organization and inform the Board
- Act as an advisor to the Board on all aspects of the organization's activities
- Promote effective team work between the Board and the Executive Director, and the Executive Director and the employees.
- Act as a spokesperson for the organization, as per the Board's request
- Represent the organization at various events to raise the organization's visibility

Planning and Operations Management

- Establish an operational plan incorporating goals and objectives that support the achievement of the organization's strategic directions
- Ensure that the organization's operations are up to the members' expectations, the Board and funding partners
- Supervise the day-to-day operations of the organization to ensure efficiency and effectiveness
- Draft policy proposals for adoption by the Board and prepare procedures to implement the policies of the organization; review current policies annually and recommend changes, if necessary, to the Board
- Sustain an active presence on social media platforms

Program planning and management

- Responsible for identifying opportunities and the ability to innovative and develop programs that strategically align with the organization's goals and clients' needs.
- Oversee the planning, implementation and evaluation of the organization's programs and services

- Ensure that the organization's programs and services contribute to the achievement of the organization's mission and reflect the priorities of the Board
- Control the delivery of the organization's programs and services to maintain or improve their quality
- Oversee the planning, implementation, execution and evaluation of special projects

Human Resources Planning and Management

- Establish the organization's staffing needs to ensure the management and delivery of its programs
- Oversee the implementation of HR policies, procedures and practices
- Establish a positive, healthy and safe workplace in accordance with relevant laws and regulations
- Recruit, interview, select and orient employees who possess the technical and personal skills required to support the accomplishment of the organization's mission
- Implement a performance management process for all staff that includes, among other things, the regular monitoring of employee performance and t an annual performance evaluation.
- Take disciplinary measures against employees, if necessary, using appropriate techniques; may dismiss employees using appropriate procedures and in accordance with relevant legislation

Planning and Financial Management

- Collaborate with employees and the Board (Finance Committee) in the preparation of the general budget of the organization
- Collaborate with the Board to raise the funds needed to run the organization
- Conduct research to identify sources of funding, oversee the development of fundraising plans, and write funding applications to increase funds available to the organization
- Participate, if necessary, in fundraising activities
- Approve expenses according to the powers delegated to it by the Board
- Ensure the adoption and observance of proper bookkeeping and accounting procedures
- Administer the organization's funds in light of the approved budget and monitor the organization's monthly cash flow
- Produce regular and general reports to the Board on the organization's revenues and expenditures
- Ensure that the organization complies with all relevant tax and withholding legislation

Risk management

- Identify and assess the organization's specific risks, whether they relate to its people (clients, employees, executives, volunteers), its assets, finances or reputation, and take steps to control these risks

Candidate Profile

Education and experience

- Bachelor's degree in Business Administration and / or related field; or equivalent experience
- Master's degree in business administration or related field, an asset
- Minimum of five (5) years' experience in a community based organization or not-for-profit sector
- Minimum 2 years in a successful senior management position, preferably in the non-profit sector
- Excellent knowledge of the entrepreneurial environment, particularly related to women in business
- Entrepreneurial experience, an asset

Skills

- Proven ability in strategic planning
- A great sense of leadership
- Strong capacity in performance management
- Results-oriented
- Flexibility
- Great ability to identify sources of funding
- Strong analytical, decision-making and problem-solving skills
- Excellent ability in writing various reports
- Proven ability to develop long-term business relationships;
- A great deal of autonomy and ability to work on several issues at once, often under pressure;
- Influential leadership and personal and professional credibility;
- Excellent communication skills, strong interpersonal skills and organizational motivation in various public events and meetings;
- Able to work outside of normal business hours
- Able to travel independently to various locations with the province of NB and in Canada
- Innovation: creative, ability to generate new ideas;
- Fluency in both French and English, spoken and written.

Start date: as soon as possible

Salary and work conditions:

- Starting at \$ 60,000 and depending on the experience and education;
- Contract position - (3 years) renewable depending on the availability of funds
- Benefits (medical plan and retirement)
- The person occupying this position must reside in New Brunswick

If you are interested by this challenge and your profile fits the criteria, listed above, send us your resume, accompanied by a letter explaining how your experience, education and skills meets this job's description, by email no later than August 10, 2018, to the attention of Micheline Roy, at cv@reflexion-rhr.com

We thank those who submit their applications. However, we will only contact those selected for an interview.