



LDANR • Learning Disabilities Association of Niagara Region

Executive Director

Job Description

Position Summary

The Learning Disabilities Association of Niagara Region (LDANR) is hiring a new Executive Director (ED). The Executive Director's job is to provide effective leadership for the organization and its entire staff. The ED works closely with and reports to the Board of Directors by acting as a professional advisor to the Board on all aspects of the LDANR's activities. The ED is responsible for the planning and management of day-to-day operations, programming, human resources and staffing, the LDANR's finances, community relations, and risk management. The ED will have strong grant writing skills and the ability to manage the organization's budget.

The ideal candidate will be an individual who is organized and is an independent worker, who can remain calm under pressure, has superior verbal and written communication skills, who is flexible to change, can make sound ethical decisions, maintain a high degree of confidentiality, solve problems creatively, think strategically, and who can adapt to changing situations with ease.

Compensation

The ED will be paid \$30.00 - \$38.00 dollars/hour and will work 35.0 hours weekly.

Key Responsibilities

Leadership

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization
- Act as a professional advisor to the Board of Director on all aspects of the organization's activities; attend and report at bi-monthly board meetings and attend monthly Special Education Advisory Committee (SEAC) meetings with school board
- Foster effective team work between all staff



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Operational planning and management

- Develop an operational plan that works towards the strategic direction of the organization
- Ensure that the operation of the organization meets the expectations of its clients, Board and Funders
- Oversee the efficient and effective day-to-day operation of the organization
- Review existing policies on an annual basis and recommend changes to the Board as appropriate
- Ensure that personnel, client, donor and volunteer files are securely stored and privacy is maintained

Program planning and management

- Oversee the planning, implementation and evaluation of the programs and services
- Ensure that the services offered by the organization contribute to the organization's mission, vision and values
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality
- Oversee the planning, implementation, execution and evaluation of special projects

Risk management

- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization
- Identify and evaluate the risks to the organization's people (clients, staff, volunteers), property, finances, and image and implement measures to control risks

Community relations/advocacy

- Act as a spokesperson for the organization
- Represent the organization at community activities to enhance the organization's community profile



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- Communicate with internal and external stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization

Human resources planning and management

- Determine staffing requirements for organizational management and program delivery
- Oversee the implementation of the human resources policies, procedures and practices
- Establish a positive, healthy and safe work environment in accordance with legislation
- Recruit, interview and select competent staff that have the right technical and personal skills and abilities
- Ensure that all staff receive an orientation to the organization and that appropriate training is provided
- Discipline staff when necessary using appropriate measures; terminate staff when necessary using appropriate procedures

Financial planning and management

- Work with staff and the Board to prepare a comprehensive budget
- Research funding sources, oversee the development of fund raising plans and write funding proposals to increase the funds of the organization; Participate in fundraising activities as appropriate
- Ensure that sound bookkeeping, accounting and reporting procedures are followed
- Administer the funds of the organization according to the approved budget
- Provide the Board and other stakeholders with comprehensive, regular reports on the revenues and expenditure of the organization
- Ensure that the organization complies with all legislation covering taxation and withholding payments

** This is not an exhaustive list of all tasks and duties performed by the ED**



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Knowledge, Skills, and Abilities

- Demonstrates knowledge of learning disabilities
- Demonstrates knowledge of pertinent government legislation and programs, which affect individuals with learning disabilities
- Demonstrates knowledge of human resources management
- Proven fundraising and marketing skills
- Proven and superior organization skills
- Proven communication and problem-solving skills
- Expertise in Microsoft 365 and Google Workspace, specializing in collaborative document management and cloud-based file sharing.

Job Requirements:

Education:

This job requires at least a Bachelor's Degree.

Experience:

The successful candidate will have 5+ years of experience working in the not-for-profit sector, including managing a not-for-profit budget, making grant proposals and writing budget reports and grant reports. This job also requires 5+ years of experience in program management and managing subordinates. It is an asset for the successful candidate to have a background in research.

Conditions of Employment:

Candidates will be required to complete a Vulnerable Sector Screening.

Other:

Must be proficient in speaking and writing in the English language

Working Conditions:

This job entails the daily supervision of other workers, as well as the daily use of the telephone, and e-mail. The ED is occasionally required to leave the office to visit



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program sites and attend meetings across the region. Sometimes the ED will be

required to work outside of normal office hours in order to attend public events or meetings with the Board of Directors. There may be times where the ED will need to work with distractions that are typical for an office environment. The ED may require long hours of sitting and use of the computer. Must have access to a vehicle and a valid driver's license.

Pay: \$30.00-\$38.00 per hour

Work Location: In person

Please complete an employment application here:

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