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Charitable Registration # 11930 5449 RR0001

yanacomoxvalley.com

Job Description – Executive Director

- Continuing, full-time, salaried position, approximately 35 hours per week
- Benefits and vacation allowance provided after introductory period
- Opportunity will be open until filled with the intention to find a suitable candidate as soon as possible for optimal overlap with current Executive Director who is leaving September 1, 2018

You Are Not Alone (YANA) is a registered charity offering help to Comox Valley families who need to travel for medical services for a child or an expecting mother. Our purpose is to improve access to healthcare by providing travel funding and accommodation. YANA was founded in 1986 and has supported tens of thousands of medical trips since its inception with hundreds of families assisted each year. YANA needs to raise over \$300,000 a year to sustain its growing programs and operations. Almost all of YANA's funds come from within the Comox Valley through the generosity of community members who want to support local families in their time of need.

Reporting to the Board of Directors, the Executive Director is responsible for the overall direction, leadership and operations of the organization including program management and delivery. We are seeking an experienced leader with strong non-profit management skills paired with proven ability to work with families in a supportive capacity. The Executive Director is accountable for the achievement of YANA's mission, goals and objectives with assistance from a supportive Board of Directors.

Key responsibilities:

1) Program Management

- Deliver YANA's funding and accommodation program by acting as the main point of contact for families and healthcare providers
- Manage YANA's Emergency Funding Program
- Manage YANA's Denman Hornby Connector Program
- Manage the four YANA apartments located in Vancouver, BC
- Assist YANA in developing and maintaining a network of community healthcare partners

2) Administration

- Manage the day to day operations of the YANA office including developing, implementing and maintaining efficient and effective office procedures
- Manage or forward all incoming requests as appropriate
- Prepare agenda with the President, attend board meetings and prepare special reports as needed
- Compile, analyze and report on program metrics
- Support and assist all Board Directors or committees as required

3) Financial Management

- Maintain full awareness of YANA's finances and analyze financial data as required
- Assist Treasurer with biweekly payroll, annual government returns and budget development
- Liaise with bookkeeper to maintain financial records and provide financial reports to board directors

4) Grant Acquisition & Management

- Conduct research to identify potential grant funding sources
- Submit grant requests, including letters, proposals, budgets and presentations
- Conduct evaluation and write reports for funding agencies as required
- Establish and maintain good relationships with funding agencies
- Manage grant projects and/or oversee professionals or service providers contracted for grant projects

5) Staff & Volunteer Management

- Recruit, hire and train staff as required and manage staff on an ongoing basis
- Conduct staff reviews and plan and participate in staff and volunteer appreciation activities
- Supervise regular office volunteers and Vancouver-based volunteers

6) Fundraising & Events

- Play a lead role in YANA's largest fundraising events: Big Love Benefit and YANA Ride
- Assist with the recruitment and training of event committee volunteers
- Maintain event budgets and all matters related to financial administration
- Act as a media spokesperson for major events and represent YANA as required
- Handle stewardship and administration related to systematic giving and legacy gifts
- Build positive, ongoing relationships with various businesses and community partners

7) Communications, Marketing & Outreach

- Maintain YANA's website
- Provide editorial support and assist with concept development for all communications
- Collaborate with external graphic designer to develop communication tools
- Work with creatives such as photographers and videographers as required

The preferred candidate will have the following qualifications or attributes:

- Education or work experience in non-profit management, business administration, communications, marketing or social work; preference to candidates with over two years of work in same or similar field
- Strong client, donor and volunteer service orientation demonstrated by the ability to anticipate, understand and respond to the needs and expectations of clients, donors and volunteers
- Excellent leadership, administrative, organizational and time management skills
- Strong technical skills
- Good financial management skills
- Experience with event production from planning to post-event follow-up
- Proven verbal and written communication skills; grant-writing experience an asset
- Positive, outgoing personality with a good sense of humor
- Ability to work on the occasional evening or weekend
- Valid BC Driver's License and access to an insured vehicle

Qualified applicants are invited to submit a detailed resume and cover letter to the attention of the YANA President. This opportunity will be open until a suitable candidate is hired. Applications can be emailed to info@yanacomoxvalley.com. We thank all applicants for their interest; only those selected for an interview will be contacted.