



ADRIO Executive Director Job Description

Position Summary:

The Executive Director is the chief operating officer of ADRIO and has responsibility and mandate to direct day to day operations. This will start as a three day per week position, with the goal of moving to four days per week within the first 12 months. The Board will consider a five day per week full time thereafter based on organizational needs.

Key deliverables for this role include managing programs and services, financial processes, and staff and volunteer resources using ADRIO's Vision, Mission and Values. In addition, to develop business opportunities for ADR professionals that arise from business development and marketing activities, and other sources, including ADR service offerings, responding to RFPs and ADR Roster opportunities.

The Executive Director holds a key leadership position in the organization and attends Board meetings; provides support to and is a consultant to the Board. The Executive Director implements Board Policy. The Executive Director receives direction from the Board through the President and sub-committees of the Board.

Key Responsibilities:

Leadership and Strategic Planning

- Create a vision and direction for the ADRIO office in alignment with Board direction
- Bring leadership to the ADRIO office in alignment with the Vision, Mission and Values
- Conduct internal & external environmental scans to support planning
- Participate with the Board in creating and updating the strategic plan in alignment with the Vision, Mission and Values of the organization

Marketing and Business Development

- Develop a yearly marketing plan and budget
- Oversee strategy and execution of the marketing plan including development of all marketing materials (website, e-newsletters, letters and brochures)
- Develop and oversee marketing initiatives
- Develop business opportunities for ADR professionals that arise from business development and marketing activities, and other sources, including ADR service offerings, responding to RFPs, and ADR roster opportunities
- Draft RFPs, negotiate and draft contracts and manage the selection process of rosters

Human Resources

- Collaboratively set goals and objectives for all ADRIO staff
- Develop an organizational structure/human resources strategy to effectively achieve organizational plans and goals
- Manage Human Resources issues in collaboration with to the HR Committee

Staffing

- Develop and implement personnel policies
- Ensure that up to date job descriptions, employment contracts, and volunteer role descriptions are maintained
- Recruit, hire, train, develop, and release staff and service providers as required
- Interpret Board policies to staff and service providers
- Work with staff to set clear, results-oriented goals and outcomes
- Coach and monitor performance and evaluate staff and service providers annually
- Recommend salary and benefits for new hires
- Set and manage an office budget in conjunction with the HR Committee
- Provide leadership in identifying opportunities for volunteer involvement in ADRIO
- Supervise the recruitment, selection, orientation and training of service volunteers and develop and implement appropriate policies to support volunteer engagement

Governance and Board Support

- Circulate notices and meeting agenda for meetings of the Members, the Board and the Executive Committee (and various other committees) according to timelines set out in by-laws;
- Oversee all aspects of AGM, including:
 - Record votes and resolutions
 - Prepare and maintain minutes of meetings for the Members, the Board and the Executive Committee
- Oversee, sign or certify documents as required, including:
 - Maintain corporate documentation such as memoranda of agreements, by-laws, policies, etc.
 - Ensure Directors' and Officers' Insurance is appropriate and current
 - Assist in establishing policies and managing implementation
 - Administer elections including proxies, ballots, etc.
- Identify key issues for Board deliberations and develop agendas for Board meetings in consultation with the President
- Ensure materials that facilitate Board analysis of issues and decision making are provided for Board meetings in a complete and timely manner
- Track board actions and facilitate progress reports to the Board.
- Attend meetings of the Board of Directors, and provide support to Board committees and subcommittees as needed (in an advisory capacity)
- Ensure support is provided to facilitate the Board's work.

Financial Management

- Prepare and manage budgets
- Oversee audit
- Ensure the preparation of the audited financial statements for the past year for approval by the Board and then, as approved, for presentation at the AGM
- Oversee the collection of membership and designation renewal dues
- Oversee the care and custody of the funds and other assets of ADRIO
- Maintain records of all dues, assessments and levies paid by Members
- Maintain accurate accounts of all financial transactions

Member Management

- Oversee correspondence and service to Members
- Support and assist Sections administratively

Special Projects

- Oversee the development of special projects
- Oversee the implementation and maintenance of new technologies and processes

Risk Analysis

- Evaluate the threats and opportunities for ADRIO by accurately reading organizational and external realities and understanding the forces shaping the views of clients/partners/members

Program Management:

- Facilitate the research, planning, development, implementation and evaluation of ADRIO programs and services
- Foster effective and collaborative relationships with current/potential program partners
- Apply sound practices in negotiation and determination of contractual arrangements (value, accountability, risk, etc.)

Community Engagement:

- Promote community and public awareness of the organization's mission and aims
- Participate in networking and community relations activities on behalf of the organization
- Seek out mutually beneficial relationships for the organization

Qualifications and Competencies

Education

Post-secondary degree or certification in ADR or a related field or an equivalent combination of education and working experience.

Experience

- Minimum range of 3-5 years management experience preferably with a not-for-profit organization in a related area supervising and planning the activities of others (staff/volunteers/contractors), development and administration of budgets, strategic marketing and operational plan development and implementation, developing business and strategic relationships, providing organizational leadership
- Experience with professional membership development and/or the operation of educational programs in post-secondary institutions is an asset.

Knowledge/Skills/Abilities

- Understanding of and support for the field of alternative dispute resolution; the ability to be a credible representative of the organization and to gain the respect of ADRIO members and stakeholders.
- Ability to work effectively with a Board of Directors and understand the role and responsibilities of a Board.
- Strong organizational skills including the ability to effectively prioritize activities.
- Strong interpersonal, collaborative and team-building skills - can guide the performance of others while holding them accountable.
- Results oriented – can take a leadership role while effectively engaging others
- Confidence in working in a variety of forums – community, government, legal, academic, corporate.
- A proven track record in building effective partnerships.
- Ability to understand and work effectively with budgets and financial documents.
- Ability to think strategically and see the present in the context of longer-term goals.
- Solid written and verbal communication skills including public speaking and the ability to write clear and concise reports and documents.
- Ability to draft agreements, policies and related organizational documents.
- Sufficient knowledge and interest in using computer technology to support business communications, document and database development, and to understand and explore technology options for the delivery of programs and services.
- Ability to challenge the status quo - acknowledge the need for change with a willingness to learn about new approaches and processes.
- Ability to work independently, exercise sound judgment and make decisions within a broad policy frame of reference.

Salary Range:

Initially, for three days per week, the salary range would be \$47,000 to \$54,000 per year, with a goal of increasing this to four days per week and eventually full time. When the position moves to four or five days per week based on revenue increases through business development, the salary would increase proportionally from this range.