



## **HOSPICE SOCIETY of CAMROSE and DISTRICT (HSCD)**

### **POSITION DESCRIPTION**

#### **Executive Director**

##### **FUNCTION:**

The Executive Director is responsible for overseeing the administration, programs, and strategic plans of the Hospice Society of Camrose & District.

##### **RESPONSIBILITIES:**

###### **A. Board Governance**

1. Provide leadership, direction and support to the Board
2. Work with Board Chairperson to create meeting agendas
3. Responsible for communicating effectively with the board and providing in a timely and accurate manner all information necessary for the board to function properly and to make informed decisions.
4. Support the Board in articulating and implementing the Hospice's mission, strategic priorities and policies.
5. Develop resources necessary to support the Society's mission and vision
6. Accountable to the Executive Committee for daily operations
7. Act as advisory to all committees

###### **B. Financial Performance and Viability**

1. Provide financial oversight to all aspects of the Society
2. Prepare grant applications and reports
3. Develop and manage annual budgets for the Board and its committees
4. Oversee major fundraising events and public relations
5. Responsible to raise enough monies to pay for added Executive Director position
6. Prepare banking documents and internal financial reports
7. Oversee the preparation of Annual Reports: T3010, WCB, Society Annual Return, Charity Status Annual Return
8. Prepare donor recognition documents
9. Have signing authority for notes, agreements and other instruments made and entered into on behalf of the Society.



**C. Operations**

1. Act as the spokesperson for the Society
2. Establish professional working relationships with stakeholders
3. Manage hospice services and facilities in accordance with the Society's policies
4. Responsible for the efficient and effective daily administration of the office
5. Assign duties to staff as required and ensure all job profiles are current, and provide annual reviews of staff
5. Ensure adequate coverage for all services
6. Prepare and deliver public presentations and promotions in conjunction with the Communications and Promotions Committee
7. Recruit, hire and train, manage competent, qualified staff
8. Supervise all staff
9. Provide (ensure) oversight to the volunteer base
10. Ensure Society statistics are recorded
11. Oversee the organization of volunteer recognition activities and events
12. Participate in meetings and workshops
13. Ensure that staff, client, donor and volunteer files are securely stored, and that confidentiality is maintained.
14. Other duties as assigned by the Board of Directors.

**ACCOUNTABILITY:**

The Executive Director is accountable to the Board of Directors.

**QUALIFICATIONS REQUIRED:**

1. Heart for Hospice and knowledge of hospice palliative care philosophy, delivery structures and funding environment
2. Financial management and fundraising skills
3. Excellent presentation, oral, and written communication skills
4. Experience in human resource management, including volunteers
5. Work history of progressive responsibility and change management
6. Energetic, analytical, creative, and flexible individual with high integrity leadership skills
7. Personal capacity to work in the field of death, dying and grief
8. Network skills and experience working with a community board
9. Experience in inter-agency collaboration for care delivery
10. Current knowledge and use of computer technology and social media



HSCD ED Posting

11. Willingness to be on call, after hours on a rotating basis as necessary
12. Knowledge of the Camrose and District Hospice Society region

**APPLICATION PROCESS:**

Email your cover letter with your résumé to [admin@camrohospice.com](mailto:admin@camrohospice.com). Kindly use "ED applicant" in the subject line.