

## **Executive Director Raven Recycling Society**

### **Position Summary**

The Executive Director (ED) of Raven ReCentre Society (Raven) receives direction from a volunteer Board of Directors (Board), under the [Carver model of governance](#). The ED leads the organization to ensure Raven meets its Ends (otherwise known as goals) as a social enterprise, providing zero waste services across the Yukon. They have the prerogative to define their own duties and responsibilities to fulfil the Board Ends.

Raven ReCentre has led the charge on recycling and reuse for over 35 years. It is a non-profit social enterprise with a diverse revenue stream and staff. Raven owns and operates the Raven ReCentre, its land and building, and is moving its focus away from non-refundable recycling, to operating an Eco-Centre that provides multiple opportunities for Yukoners to participate in reuse, repair and recycling.

The Executive Director holds responsibility for generating revenue, managing Raven's workforce, its infrastructure and programming - the entire Raven operation. The Board is a policy governance Board and as such, intentionally removes itself from nearly all day-to-day operations.

Raven has a significant role to play in leading Zero Waste initiatives within the territory, in a financially viable and sustainable manner, applying a vision that is forward thinking and inspired.

### **Key Duties and Responsibilities**

The Executive Director sets the direction and determines the activities of the organization, within the Ends, as defined by the Board.

Duties include:

### **Leadership**

- Providing leadership, inspiration, direction and support within the organization
- Serving as the liaison between the Board and the organization
- Acting as a professional, diplomatic, knowledgeable spokesperson for Raven
- Developing and maintaining professional relationships with relevant government, business and industry employees, as well as elected officials - municipal, territorial, First Nation, federal
- Collaborating with other 'like' service organizations to ensure best practices, information sharing and capacity building
- Projecting Raven to the public as a social enterprise that takes its territorial role seriously, acts with integrity, and operates under the highest professional standards at all times

- Ensuring a model of customer service throughout the business
- Maintaining accountability with the Board through meeting reporting requirements, attendance at monthly Board meetings, attendance at governance training meeting(s) (1-2 a year) and at occasional special Board meetings and leading the Annual General Meeting.

### **Financial Management**

- Developing, administering all budgets and financial projections in a fiscally responsible manner
- Managing the efficient and effective use of the agency's resources
- Identifying and resourcing capital funding
- Negotiating funding agreements or contracts, and ensuring contractual obligations are met

### **Planning and Strategic Initiatives**

- Designing and managing projects and programs to fulfill the Ends
- Providing knowledge, industry-based experience and current trend info to Board
- Suggesting opportunities for the Board to develop their knowledge of Zero Waste possibilities
- Ensuring Raven is a leader on progressive Zero Waste initiatives

### **Organizational Management**

- Developing policies and procedures as required
- Overseeing the management of all Raven's assets, ensuring their security and maintenance
- Overseeing and developing risk management policies and procedures, protecting the organization, its employees and the Board
- Overseeing the recruitment and management of all employees, ensuring they follow safe work practices, and adhere to Raven policies and procedures
- Ensuring consistent training and professional development of Raven's management team
- Ensuring regular staff communication and information dissemination
- Identifying industry trends and imminent legislation
- Overseeing comprehensive asset management of all of Raven's assets (buildings, vehicles, equipment, machinery and human resources) ensuring their maintenance and security – including the development of risk management policies and procedures

Other related duties as required.

### **Qualifications**

You pivot fast, adapt quickly, you're responsive to opportunities and you're adept at change management in a mid-sized business. You engage in active self-care, ensuring a healthy, responsible work-life balance.

#### Required Qualifications

- Dedication and commitment to Zero Waste
- Degree, diploma or certificate
- Experience in a leadership position which requires advanced visionary thinking, strategic planning and partnership building skills and abilities
- Experience operating a business or social enterprise
- Demonstrated commitment to the community
- Proven supervisory experience in a setting that promotes teamwork, trust, and integrity
- A commitment to safety and to ensuring a safe work environment
- Ability to develop and manage a complex budget
- Excellent oral and written communication skills
- Excellent time management and organizational skills

#### Preferred

- Strong social conscience
- Experience in working with a Board of Directors
- Policy governance understanding
- Experience living and working in the North