

## **ADR Institute of Saskatchewan (ADRSK) is Seeking to an Executive Director:**

ADRSK provides the public with information about Alternative Dispute Resolution and access to competent ADR professionals. ADRSK is a member driven organization consisting of mediators and arbitrators. Members of ADRSK are provided with:

- A structure that includes accreditation / certification
- A Code of Ethics
- A professional practice support framework

ADRSK provides a strong, united voice in all matters relating to the practice of ADR.

ADRSK offers professional development and learning events, mediation training, arbitration training, and information about relevant training opportunities provided by affiliated organizations.

ADRSK is looking for a highly skilled Executive Director to help fulfill this important undertaking. Reporting to the Board of Directors, the Executive Director will oversee the strategic and operational efficiencies of our programs and contracted staff. This seasoned leader will not only understand current trends in dispute resolution but will also have experience in developing and implementing a successful resource generation approach. Experience in contracting / hiring and managing staff is essential, and established relationships with local community groups is a plus. Above all, the executive director should be highly effective in a leadership role that requires clear communication skills and decisiveness.

The Executive Director is the key management leader of ADRSK. The Executive Director is responsible for overseeing the administration, programs, and the strategic plan of the organization. Other key duties include resource generation, membership growth, program marketing, and community outreach.

Please note this position is half time. Salary \$35,000 negotiable depending on experience and education. Anticipated start of May, 2024.

### **GENERAL RESPONSIBILITIES**

1) **Board Governance:** Works with board to fulfill the organization mission, vision, and mandate .

- Responsible for leading ADRSK in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- 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.

**2) Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.

- Responsible for writing and submitting funding proposals, fundraising, and developing other sources of revenues necessary to support ADRSK's mission.
- Responsible for the fiscal integrity of ADRSK, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

**3) Organization Mission and Strategy:** Works with Board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.

- Responsible for implementation of ADRSK programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that ADRSK can successfully fulfill its Mission into the future.
- Responsible for the enhancement of ADRSK image by being active and visible in the community and by working closely and developing networks with other professional, civic, governmental, and private organizations.
- Responsible to communicate and work with ADRSK membership and greater ADR community.

**4) Organization Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for the contracting / hiring and retention of competent, qualified staff.
- Responsible effective administration of ADRSK operations.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

### **Job Responsibilities**

1. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization.
2. Supervise, collaborate with organization staff and contractors.
3. Strategic planning and implementation.
4. Planning and operation of annual budget.
5. Serve as ADRSK's primary spokesperson to the organization's constituents, including the provincial government, the media, and the general public.

6. Establish and maintain relationships with various organizations, including Governments and ADRSK membership, and utilize those relationships to strategically enhance ADRSK's Mission.
7. Engage in fundraising and developing other sources of revenues.
8. Oversee marketing and other communications efforts.
9. Oversee and organize Board and committee meetings.
10. Support the establishment of employment and administrative policies and procedures for all functions, and the day-to-day operation of the nonprofit.
11. Review and approve contracts for services.
12. Other duties as assigned by the Board of Directors.

### **Essential Professional Qualifications**

- Bachelor's degree (social science degree preferred).
- Experience & knowledge of and or facilitating alternative dispute processes and programs.
- Experience and skill in working with various levels of government, including First Nations and Metis Nations.
- Demonstrated ability in high level strategic thinking and planning.
- Ability to effectively communicate the organization's mission to funding partners, stakeholders, donors, volunteers, and the overall community.
- Demonstrated ability to oversee and collaborate with staff.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies, governments, and volunteers.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.

### **Additional Qualification Assets**

- Masters or Law degree.
- Five or more years senior nonprofit management experience.
- Experience and skill in working with a Board of Directors.
- A history of successfully generating new revenue streams and improving financial results.
- Active fundraising experience.
- Excellent donor relations skills and understanding of the funding community.

### **Application Process**

Persons wishing to apply for or provide an expression of interest must forward their C.V. with a covering letter to [President@adsaskatchewan.ca](mailto:President@adsaskatchewan.ca) **not later than March 31, 2024**. All inquiries will receive an acknowledgement / response.