



Richmond Centre for Disability

Maximizing Independence

JOB POSTING

Job Title: Executive Director

Organization: Richmond Centre for Disability (RCD)

Organization Overview

The Richmond Centre for Disability (RCD) is a not-for-profit, disability-led, community-based organization committed to empowering people of all abilities. Guided by the Independent Living (IL) Philosophy, we focus on enabling individuals to participate with dignity and confidence in their community and achieve independence to their fullest capabilities. RCD provides information, resources, training, and support to over 30,000 Canadians with disabilities annually, their families, and stakeholders across the Lower Mainland.

Our core values are **Dignity, Diversity, Knowledge,** and **Self-Determination.** We promote universal accessibility and work collaboratively with participants to help them move forward toward independence.

"We are committed to providing an inclusive workplace and will make accommodations available to all qualified applicants as part of our commitment to equal opportunity. If you require an accommodation during the application or interview process, please let us know."

Position Summary

The Executive Director (ED) will provide visionary leadership and strategic direction to RCD, ensuring the organization remains true to its mission while adapting to future needs. Reporting to the Board of Directors, the ED will oversee all aspects of the organization's operations, including program development, financial management, community engagement, and staff leadership. The ED will play a critical role in facilitating a smooth transition in senior leadership and positioning RCD for continued success.

Unit 968, Lansdowne Centre, 5300 No. 3 Rd., Richmond, B.C. V6X 2X9
tel 604 232 2404 ♦ fax 604-232-2415
email: rcd@rcdrichmond.org ♦ web: www.rcdrichmond.org

Key Responsibilities

Leadership and Strategic Planning

- **Visionary Leadership:** Embody and promote RCD's mission, vision, and values, ensuring they are integrated into all aspects of the organization.
- **Strategic Direction:** Develop and implement strategic plans in collaboration with the Board of Directors to guide the organization's growth and adapt to evolving community needs.
- **Change Management:** Lead the organization through significant transitions, including the upcoming move to a new facility, ensuring minimal disruption to services.

Program Development and Service Delivery

- **Program Oversight:** Ensure the delivery of high-quality programs and services that align with the Independent Living philosophy and meet the needs of the disability community.
- **Innovation:** Identify opportunities to expand and enhance programs through innovative approaches and emerging technologies.
- **Evaluation:** Implement effective evaluation methods to assess program impact and drive continuous improvement.

Financial Management

- **Budgeting:** Develop and manage the annual budget in alignment with strategic goals, ensuring financial sustainability.
- **Fund Development:** Diversify and expand funding sources through grants, partnerships, donations, and fundraising initiatives.
- **Grant Writing Skills:** Proven experience in seeking and applying for grants
- **Financial Oversight:** Monitor and prepare robust financial controls and reporting systems in compliance with regulatory requirements.

Community Engagement and Advocacy

- **Stakeholder Relations:** Build and nurture relationships with participants, families, community organizations, donors, government agencies, and other stakeholders.
- **Advocacy:** Advocate for disability rights and promote public awareness of disability issues and RCD's mission.
- **Representation:** Serve as the primary spokesperson for RCD at events, meetings, and in the media.

Organizational Management

- **Staff Leadership:** Recruit, mentor, and lead a diverse team of staff and volunteers, fostering a positive and inclusive work environment.
- **Policy Development:** Oversee the development and implementation of organizational policies and procedures.
- **Governance Support:** Collaborate with the Board of Directors, providing regular updates and supporting effective governance practices.

Qualifications and Experience

- **Education:** Bachelor's degree in a relevant field (e.g., Social Work, Business Administration, Non-profit Management). A Master's degree is an asset.
- **Leadership Experience:** Experience as a senior manager in a not-for-profit organization, preferably within the disability or social services sector.
- **Knowledge of Disability Issues:** Thorough understanding of the Independent Living Philosophy and issues affecting individuals with disabilities an asset.
- **Financial Acumen:** Proven experience in financial management, including budgeting, financial reporting, and fund development.
- **Program Management:** Demonstrated success in developing, implementing, and evaluating programs and services.

Skills and Attributes

- **Strategic Thinker:** Ability to develop and execute long-term strategic plans.
- **Excellent Communicator:** Strong verbal and written communication skills, with the ability to engage diverse audiences.
- **Relationship Builder:** Skilled at establishing and maintaining collaborative relationships with a wide range of stakeholders.
- **Innovative Leader:** Open to new ideas and approaches, fostering a culture of innovation within the organization.
- **Empathetic and Inclusive:** Committed to promoting diversity, equity, and inclusion in all aspects of the organization's work.
- **Problem Solver:** Effective at identifying challenges and implementing solutions in a dynamic environment.
- **Organizational Skills:** Strong ability to manage multiple priorities and projects simultaneously.

Application Instructions

Interested candidates are invited to submit the following:

- A cover letter expressing your interest in the position and how your experience aligns with the mission and values of RCD.
- A detailed resume outlining your qualifications and experience.
- Contact information for three professional references.

Salary Range: \$75,000 to \$85,000 (commensurate with relevant experience)

Application Deadline: January 6, 2025

Submission Method: Please send your application materials to rob@rcdrichmond.org with the subject line "Executive Director Application – [Your Name]".

We thank all applicants; however, only those selected for an interview will be contacted.

Additional Information

For more information about the Richmond Centre for Disability, please visit our website at www.rcdrichmond.org.

We look forward to welcoming a dedicated and passionate leader to guide RCD into its next chapter of empowering individuals with disabilities.

Note: This job posting is subject to change or removal at the discretion of Richmond Centre for Disability.