



Yukon Quest International Association (Canada)

EXECUTIVE DIRECTOR POSITION TERMS OF REFERENCE

SUMMARY

Under the authority and direction of the Board of Directors and in accordance with established YQIA policies and procedures of Yukon Quest International Association (YQIA) (Canada), the Executive Director (ED) is responsible for the effective and efficient execution of the vision, purpose and core values of the Yukon Quest. To accomplish this, the ED will assume the following roles:

- Directing the overall operations, budgets and capital assets of YQIA;
- Managing all permanent, part-time and contract staff;
- Directing the overall programming of the organization;
- Promoting the organization and the Yukon Quest to the general public, media, sponsors and key stakeholders;
- Managing the image of the organization in partnership with the Board of Directors;
- Ongoing communications and regular reporting with the Board of Directors

DUTIES AND RESPONSIBILITIES

Financial Management

- Assesses short and long term financial needs for YQIA;
- Develops and manages the annual operating budget for YQIA as approved by the Board of Directors;
- Approves or authorizes expenditures within the total budget;
- Oversees the work of the Office Manager, contracted bookkeeper and accountant to ensure proper financial records, processes and accounting systems are maintained;
- Implements YQIA Board of Directors policies and directives with regard to approved financial management
- Advises the Board on financial priorities and budget matters, where appropriate
- Provides regular financial reporting to Board of Directors.

Revenue Generation

- Identifies and pursues all appropriate revenue sources
- Oversees Office Manager coordination of fundraising program
- Develops and manages funding proposals and/or agreements with Government of Yukon and other funding sources including liaison and submission of all required reporting
- Develops and manages sponsorship program including liaison and sponsor rights and benefits
- Implements and monitors the organization's Strategic Plan and Business Plan;

Personnel

- Manages all permanent, part-time and contract staff;
- Supervises all staff unless supervision is designated to another staff person;
- Develops training opportunities, human resource policies and procedures and establishes clear lines of communication and authority;
- Assigns areas of responsibility and priority, delegates duties and allocates tasks;
- Sets and monitors standards for performance and ethical conduct;
- Interprets YQIA policies to the staff;
- Performs regular staff performance reviews and recommends merit, promotion, wage increase and other benefits;
- Recruits and hires staff to fill vacancies;
- Takes disciplinary action and/or terminates staff and contractors as required.



Communications

- Develops and maintains liaison with general public, media, government, sponsors and key stakeholders and delegates other staff members to represent YQIA when appropriate;
- Approves all major media and promotional copy and design circulated in the name of YQIA
- Act as official spokesperson for YQIA
- Reports regularly to the Board of Directors

REQUIRED SKILLS

Organizational

- Demonstrated experience in prioritizing tasks;
- Proven financial management skills;
- Ability to perform multiple tasks on an on-going basis;
- Ability to organize, manage and motivate staff and volunteers;
- Ability to perform under pressure and work well under deadlines;
- Keen attention to detail.

Communications

- Excellent interpersonal and communications skills (oral, written and computer);
- Public relations and diplomacy skills;
- Ability to write and edit reports, funding applications and communication releases;
- Ability to create, draft and edit outgoing formal office correspondence;
- Proficiency with Microsoft Word, Excel, Access, Outlook and web site updating.

QUALIFICATIONS

- Minimum education: Bachelor Degree.
- Minimum 5 years experience working for business, not-for profit associations, and/or volunteer Board of Directors.
- Minimum 5 years experience in budget development and management, marketing development, customer and public relations, policy development, staff hiring and management, event or program development and implementation, grant writing, fundraising management.
- Or, a combination of education, experience and training that would ensure the successful performance of the duties of this position.
- Possess and maintain a valid driver's license.
- Possess and maintain a valid Passport.

SCOPE

The position is a full-time permanent one, but the ED may be required to work in excess of 40 hrs/ week to meet the organization's needs and accomplish the duties of this position. As well, the ED will:

- Comply with YQIA policies and procedures, YQI Code of Conduct and all legal requirements for non-profit organizations.
- Perform and complete duties under stress and demands from different sources, and meet strict deadlines.
- Work under minimum to no supervision. Supervision may be in the form of review of status reports and end-results, and the organization's performance.
- Have extensive decision-making latitude within the scope of the essential duties of the job and will seek approval for matters outside the scope of duties in accordance to non-profit organization's standards, YQIA policies and procedures and government regulations.
- Provide regular, accurate and timely reports to YQIA Board of Directors matters affecting the financial status and obligations of the organization.

POSITION TERMS

Benefits – according to YQIA Personnel Policy

Salary: \$[TBN] per annum

Paid Holidays: 4 weeks/year

Maximum accumulative comp time: 2 weeks

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