



Branch Executive Director – Job Posting

The BC & Yukon Branch of the Lifesaving Society is seeking an Executive Director to oversee the operation and management of our Branch in accordance with strategic direction provided by the Board of Directors. The Executive Director will lead and motivate a team of staff (5 FT, 4 PT) and volunteers (75) to accomplish objectives and manage the Branch operation in an efficient and diligent manner.

A passion for public safety and injury prevention is critical to success in this position. Responsibilities will include financial management, human resources, marketing, administration, representation and communications. Building and maintaining good relationships with customers, staff, volunteers, like-minded organizations and colleagues is essential.

The Lifesaving Society (aka Royal Life Saving Society Canada) is a national registered not-for-profit organization committed to the prevention of drowning and water-related injury. This is accomplished through program education in collaboration with affiliated pools and waterfronts, public education, safety management services and Lifesaving Sport. We are a member of the Commonwealth Royal Life Saving Society and Canadian member of the International Life Saving Federation.

Executive Director responsibilities:

- Lead the BC & Yukon Branch of the Lifesaving Society in a manner that supports and guides the organization's mission as defined by the Board of Directors
- Communicate effectively with the Board and provide, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions
- Ensure fiscal integrity of the BC & Yukon Branch of the Lifesaving Society, to include submission to the Board of a proposed annual budget and quarterly financial statements which accurately reflect the financial condition of the organization
- Implement programs that carry out the organization's mission
- Oversee strategic planning to ensure that the organization can successfully fulfill its mission into the future
- Create and update organizational policies and procedures
- Engage in fundraising and developing other revenue streams
- Develop and execute marketing and communication strategies for the organization
- Review and approve contracts for services
- Serve as the Branch's primary spokesperson to constituents, media and the public
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance the mission of the BC & Yukon Branch of the Lifesaving Society
- Hire, onboard, supervise and collaborate with team members and volunteers to ensure capacity to deliver on the Society's mission and objectives.

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The successful candidate has:

- Proven leadership in senior management roles
- Focus on customer service
- Financial acumen
- Strategic and innovative thinking
- Strong relationship and team building skills
- Excellent communication skills including media relations
- Proven experience as an advocate for equity, diversity, and inclusion
- Extensive knowledge of the not-for-profit sector
- Strong technical skills and computer knowledge
- Valid driver's license; will be required to complete a background check; travel by air will be necessary.

Compensation and benefits:

- Salary range comparable to other not-for-profits of a similar size
- Comprehensive benefits package that aims to ensure high quality staff members motivated to stay with the organization
- Work schedule can include a hybrid working arrangement of in-office and remote work
- The Lifesaving Society is an equal opportunity employer that treats all employees with fairness and honesty. We believe that the most important assets of the organization are capable, motivated, and satisfied employees.

Should you be interested in learning more about this exciting opportunity, contact Danielle Bragge at dbragge@theheadhunters.ca. Applications will be considered on an ongoing basis.

Only candidates already eligible to work in Canada will be reviewed. Only qualified candidates will be contacted.