



Executive Director
Fernwood Neighbourhood Resource Group Society
Victoria, BC

Fernwood NRG has been operating since 1979 in Victoria, BC. It is a unique charitable organization with a mandate to create a socially, environmentally, and economically sustainable neighbourhood. With a staff of 45 and an annual operating budget in excess of \$2.4 million, the Fernwood Neighbourhood Resource Group Society is a leader in British Columbia in providing neighbourhood-based child care, affordable housing, food security, maternal health programs and social entrepreneurship.

Having successfully completed a 10 year community plan, the organization seeks a dynamic leader to help the community write its next chapter. Reporting to the Board of Fernwood NRG, the Executive Director will draft and execute a new vision for our innovative non-profit.

The incoming Executive Director will begin from a strong position: Fernwood NRG recently completed new construction at 1310 Gladstone of a multi-story building incorporating four units of housing alongside a fully occupied commercial space.



Additionally, Fernwood NRG was selected by the BC Ministry of Children and Family Development to provide affordable daycare through its Universal Child Care Prototype Sites program, a pilot program offering child care to Victoria families for as little as \$10/day. Our wholly-owned subsidiary, Fernwood NRG Holdings Inc., operates two beloved and thriving businesses in the neighborhood: the Fernwood Yoga Den and Studio 1313 Hair Design. Alongside these programs and our holdings of the iconic 1301 Gladstone building and the Park Place affordable housing community, Fernwood NRG plays a vital role in keeping Victoria affordable, equitable and joyful.

At the head of this financially stable, cutting edge organization, you will be able to make a meaningful contribution to a world you can see become possible.

Job Summary

Selected by and reporting to the Board of Directors, the Executive Director is responsible for implementing the strategic goals and objectives of the organization. Primary responsibilities are to give direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives.

Duties & Responsibilities

The Executive Director at Fernwood NRG is a multi-disciplinary role at the intersection of non-profit management, community service and social entrepreneurship. Your tasks will be varied—some may be familiar, some may be learned.

You lead the organization.

- Participate with the Board of Directors and our membership in developing a vision and strategic plan to guide the organization
- Execute this plan and react as the environment changes
- Ensure compliance to minimum standards in accordance with all government legislation, regulations, and guidelines
- Act as spokesperson for the organization to government agencies, the Fernwood community and the general public.
- Manage senior staff positions and oversee their departments

You ensure we remain healthy and financially resilient.

- Work with the management team and the Board to prepare a comprehensive budget
- Ensure the accuracy of financial accounting and reporting
- Maintain appropriate salary and wage structures

You have a commitment to the non-profit sector.

- 5 or more years management experience in non-profit or related organization
- Excellent written and oral communication skills
- Knowledge of all federal and provincial legislation applicable to non-profit organizations such as employment standards, human rights, charities, and taxation
- Knowledge of, and/or experience with, community-based (or related) organizations delivering range of services such as child care, recreational programming, special events, affordable housing and social-enterprise businesses
- Knowledge of financial and project management
- Grace and humour while navigating a changing world

We would also welcome, but do not require:

- A knowledge of the unique qualities of Fernwood, the City of Victoria and the unceded territories of the Lekwungen people
- A graduate degree in business or public administration, or related relevant training and experience

Salary range: \$75,000-\$90,000 based on experience

Fernwood NRG is an equal opportunity employer and we value diversity in all its forms. Should you require accommodation in the hiring process please describe how we can help you.