



New Heights
school & learning services

www.newheightscalgary.com

OPPORTUNITY PROFILE | Executive Director





ABOUT NEW HEIGHTS SCHOOL & LEARNING SERVICES

Opening their doors in 1999 to 12 students, New Heights School & Learning Services has a simple goal of giving families a safe, friendly community to support children on the Autism Spectrum. Motivated by families who believe there could be more for their children, New Heights has continued to evolve and offer strategic programming, so students develop strong interpersonal relationships.

New Heights is a Designated Special Education Private School (DSEPS) reaching children ages 3-20 and is equipped to offer education using the Alberta Program of Studies from Kindergarten through Grade 12. Curriculum materials can be differentiated for each student through their individualized program plans.

In addition to the School, New Heights also has a Home & Community Support program for preschool aged children and their families, a Transition to Adulthood program for young adults with ASD who are graduating from or are alumni of New Heights School, and an Employment Program for High School students to obtain and maintain part-time employment.

OUR VISION: A community dedicated to pioneering a bright future for individuals on the autism spectrum to live independent, confident, and purposeful lives.

OUR MISSION: Preparing our kids for the community, and the community for our kids.

THE OPPORTUNITY

The Executive Director is responsible for the effective operation of all programs run by New Heights. The Executive Director will administer and supervise New Heights and its staff and serve as a strong advocate and leader for our core values.

The Executive Director will work collaboratively and have overall accountability on behalf of all administrative staff to the Board of Directors, the Members of the Society, and all funders.

It is the Executive Director's responsibility to "set the table." This means that the job is to ensure a work environment including culture, processes, facilities, and financial clarity that enables program administrators to run their programs effectively and efficiently.

Overall Management

- Embody, advocate for, and execute on the mission, values, and strategic direction of New Heights.
- Collaborate with the program administrators and Board of Directors in the development of the long-range Strategic Plan and Annual Business Plan for New Heights.
- Consistently plan for and execute the strategic initiatives of New Heights.
- Attend all regularly scheduled Board of Directors meetings, collaborate with the board chair to prepare for and attend the Annual General Meeting, prepare a monthly progress report summarizing progress with respect to meeting goals outlined in the Annual Business Plan and implement board/committee recommendations into practice.
- Ensure compliance with all applicable laws and regulations and ensure all necessary documentation and records relating to the administration and operation of the society and the individual programs are maintained and available for inspection by the Board of Directors or by an auditor appointed by the Board of Directors.
- Supervise the day-to-day operations of New Heights.
- Attend any meetings with funding officials, administrative or accounting staff, committees or task forces as required.

Personnel Management

- Ensure program development and management undertaken by program administration and staff is in accordance with the policies, procedures and regulations of our funders, our governing documents, and our charitable registration.
- Provide leadership and direction around personnel management including staffing projections, staffing levels, performance appraisals and resolution of day-to-day issues

- and concerns.
- Develop succession plans for administration.
- Support administration and staff with the resolution of issues brought forward by parents as required.

Facility Operations: Oversight & Operations

- Oversee facility operations including structure and space utilization occupancy or code requirements such as fire or safety codes, insurance, and janitorial services.
- Responsible for building maintenance or repair issues and arranging for services to perform the work.
- Collaborate with the Board of Directors on any requirements related to new buildings, facilities, or renovations.
- Act on behalf of the school in the negotiation or management of facility rental or lease agreements and as a liaison with building property owners or management company.
- Oversee any alterations or modifications made to the facility including obtaining quotations for any contract work and manage until completion.

Financial Management

- Develop and manage annual budgets and make recommendations to the Board of Directors.
- Provide financial reports to the board and other agencies as necessary.
- Ensure that all programs operate within approved budgets or forecasts.
- Oversee the successful completion of financial audits and implement the recommendations from the auditors.

Communications Management

- Establish and maintain professional and cooperative working relationships with all stakeholders: parents, students, staff, neighbors, and partners.
- Maintain a visible and accessible presence to the New Heights community.
- Advocate for New Heights in the greater community.
- Communicate issues, concerns, and needs to the Board of Directors.
- Represent New Heights at other meetings and community organizations.
- Maintain frequent and regular communications with families and other stakeholders through a newsletter, website, one-on-one meetings, etc. as appropriate.
- Supervise outreach and marketing for the purposes of maintaining enrollment and development.

THE PERSON

The ideal candidate will possess a track record of success in progressive management and leadership experience, preferably in the not-for-profit sector. Knowledge and experience working in education, childcare and/or early childhood development would be considered a strong asset.

The successful candidate will be an energetic, mission driven and effective communicator who is committed to making a difference in our community. The successful candidate will possess significant experience representing an organization within the community and amongst stakeholders and/or government.

QUALIFICATIONS & EDUCATION REQUIREMENTS

- An equivalent combination of education, training, and experience will also be considered an asset.
- Solid business acumen combined with familiarity with the sector.
- Knowledge of relevant community and government resources and stakeholders is an asset.
- Experience with resource development would be considered an asset.
- Experience in identifying, creating, nurturing, and developing relevant partnerships.
- Project Management experience.
- Change Management experience.
- Proven track record of working successfully with a Board of Directors an asset but not a requirement.
- Demonstrated interest in continuing professional development.

KNOWLEDGE, SKILLS & ATTRIBUTES

Visionary Leadership: An innovative strategic thinker who sees the big picture and is committed to achieving results with a positive, professional, and solution-oriented attitude. Can effectively communicate the vision, mission, and expectations to all levels within the organization as well as to external stakeholders. A coach and team builder; identifies and mentors future leaders. A “servant” leader. Maintains a steadfast culture in the organization. Able to identify and anticipate the future trends in the sector, as they relate to the organization.

Social Entrepreneurship: A mission-driven individual who uses a set of entrepreneurial behaviors to obtain a significant social return on investment. Combines visionary and real-world problem-solving creativity to create and sustain a high social value. Recognizes and relentlessly pursues new opportunities to serve the mission of the organization. Engages in a process of continuous innovation, adaptation, and learning. Takes reasonable risks on behalf of the people the organization serves. Organizes, creates, and manages a venture to improve social outcomes and enhance social wealth.

Resourceful: Sources out possibilities; develops new ideas and moves them forward. Utilizes all the resources available and involves other members of the team as necessary to get the job done. Creative and takes advantage of opportunities, while recognizing the necessity of working with limited resources.

Interpersonal Savvy: Relates openly and comfortably with diverse groups of people. Strong ability to develop and cultivate strong relationships with a broad range of stakeholders. Treats staff, clients, colleagues, and others with respect; resolves conflicts respectfully and in a timely manner, negotiates effectively, and provides effective feedback to colleagues/employees.

Change Management: Personal capacity to adapt to change, lead competently through change, and make strategic adjustments to address changing needs. Enjoys and embraces new challenges.

Collaboration: Promotes and enables cooperation across the organization. Anticipates, understands, and responds to the needs of the various internal and external stakeholders to meet or exceed their expectations within the organizational parameters.

Communication Skills: An excellent communicator with strong written and verbal skills. Highly effective communication with internal and external stakeholders. Builds trust through presenting ideas clearly and effectively listening to others. Is a straightforward, tactful, and respectful communicator.

Behave Ethically: Has a strong ethical fiber. Understands ethical behavior and business practices and ensures own behavior is consistent with these standards and aligns with the mission and core values of Community Options.

Diversity and Inclusiveness: A leader who empowers staff by respecting and appreciating what makes them different, in terms of age, gender, ethnicity, religion, disability, sexual orientation, education, and national origin.

Client and Service Focused: Utilizes a human-centered approach in service design and delivery. Models and fosters a proactive and results-oriented operating style with a service and client focus.

Courage: Steps up to address difficult issues, saying what needs to be said; champions an idea or position despite dissent or political risk; faces difficult issues and supports others to do the same; translates position into actionable feedback.

Pragmatic Decision Maker: Assesses situations to determine the importance, urgency, and risks, and make clear decisions that are timely and in the best interests of the organization. Believes in involving people in processes to establish priorities and shows sensitivity to changing approaches. Shows strong common sense and intuitive judgment abilities.

Organizational Skills: Sets priorities, develops a work schedule, monitors progress towards goals, and tracks details/data/information/activities. Determines strategies to move the organization forward, set goals, create, and implement action plans, and evaluate the process and results.

FOR INFORMATION, PLEASE CONTACT

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