

Association of Psychologists of Nova Scotia (APNS)

Job Description – APNS Executive Director – full-time

The Association of Psychologists of Nova Scotia (APNS) is seeking an Executive Director. This is a full-time, 35-hour/week position, located in Halifax, Nova Scotia.

To apply for this position, please submit a cover letter referencing your skills as they pertain to the job description, along with your resume to Susan Marsh at: apns@apns.ca. Only those candidates who are selected for an interview will be contacted.

General Description of the Position

Oversees and manages APNS activities, programs, and services; facilitates communication among the Executive Committee, volunteers and the membership; interacts with external organizations and individuals to develop relationships and discuss shared interests.

Experience Required

- Experience in not-for-profit and volunteer management.
- Experience in financial management and budgeting.
- Experience in a related managerial occupation, e.g., healthcare, private practice
- Knowledge of promotion and marketing.
- Knowledge of professional ethics; particularly in dealing with secure, confidential or sensitive information.

Skills Required

- Leadership, supervisory and interpersonal skills.
- Organizational and prioritization skills.
- Verbal and written communication skills.
- Strategic thinking and problem-solving abilities.
- Ability to work independently and to coordinate with others in a team environment.

Detailed Description of Responsibilities

Relationship Management

- Attends all Executive Committee meetings, reporting on office activities, status of projects and services, and on current or on-going issues.
- Acts as an agent of the Executive Committee to coordinate the management of member/volunteer services.
- Develops, initiates or coordinates special projects as agreed on by the Executive Committee.
- Implements policies and directives as established by the Executive Committee.
- Liaises as needed with committee chairs, providing assistance in the execution of their responsibilities and in development of committee initiatives, as authorized by the Executive Committee.
- Acts as a resource to committees by providing information on APNS policies, guidelines and procedures, and other guidance and management needed for the development of committee activities.
- Attends external events, activities and meetings as a representative of APNS.
- Oversees and authorizes how APNS responds to media requests, requests for roster services, complaints, promotional opportunities and collaboration requests.

Office Management

- Management all administrative services.
- Manages staff orientation and training and reports on these to the Executive Committee.
- Supervises and assigns work responsibilities to all support staff.
- Supervises website administration and development.

Financial Management

- Is responsible for overall financial management for the organization, including oversight of staff who are responsible for day-to-day financial duties.
- Conducts transactions on behalf of the organization, in consultation with the Treasurer as needed.
- Works in consultation with the Treasurer to develop the annual APNS Budget; does budgeting for workshops, events, and initiatives.
- Develops and monitors committee and project budgets in collaboration with the Treasurer.
- Consults with the Executive to develop appropriate initiatives to increase revenues and/or decrease expenses, while improving programs and services to members and the public.

Membership and Volunteer Management

- Manages and consults with the Member at Large-Human Resources on membership and volunteer development, including the development of membership initiatives to retain and engage members, increase membership, and assess and improve member satisfaction.

Communication & Marketing

- Oversees communication initiatives that inform the membership and the public, with the guidance and input of the Executive and other committees. (e.g., social media/awareness campaigns, special events and publications, targeted advertising, and web-based marketing initiatives).
- Works with the staff and the communication team to review and update outreach and support materials.
- Managing Editor of the *Nova Scotia Psychologist*, consulting with the Executive Editor on matters of publication, specification and development.

Event Management

- Supervises the development of workshops, presentations, events and other activities; negotiates presenter and service provider contracts.
- Works with the CE Committee to identify and implement on-going continuing education opportunities.

Reporting & Supervision

The Executive Director reports to the Executive Committee and is evaluated annually by the Member at Large for Human Resources with input from the Executive Committee.