PREP

...Inclusion for Life

EXECUTIVE DIRECTOR













For more information, please contact:

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the Vogel group
Recruiting Leaders

EXECUTIVE DIRECTOR
The PREP Society

ORGANIZATION OVERVIEW

The PREP Society (PREP) is where families, who have a child with Down Syndrome, find expert advice, innovative services, and best of all hope, for their child's future. The goal is "inclusion for life" and that begins in the home, continues at school, then leads to an independent life with a meaningful job. Parents connect in a welcoming, supportive community that accepts their child's disability yet challenges them to expect more.

PREP partners with government, community sponsors, and individual donors to provide educational, therapy and family support services that enable each child to achieve his or her own unique potential and help parents become their child's best advocate.

For more information on the PREP Society, please visit **prepsociety.ca**.

THE ROLE

PREP is seeking an experienced, visionary and collaborative Executive Director to lead the organization into its next stage of growth and impact.

Reporting to the Board of Directors, the Executive Director will provide overall leadership for PREP's programs, people, finances, partnerships and operations while ensuring that the organization remains firmly focused on its mission and the needs of the individuals and families it serves.

With a total staff of 40 through twodirect reports, the Executive Director will be both a strategic leader and a highly engaged relationship builder. They will understand that PREP's success is ultimately measured not simply by the programs it delivers, but by the difference those programs make in the lives of individuals with Down syndrome and their families.

This is an opportunity for a leader who is passionate about inclusion, believes in the potential of every individual, and can translate that passion into organizational strategy, sustainable growth and measurable impact.

Key Responsibilities

Strategic Leadership

- Work closely with the Board to develop, implement and continually evaluate PREP's strategic direction.
- Translate the organization's vision, mission and strategic priorities into clear organizational goals and action plans.

- Identify needs and opportunities affecting individuals with Down syndrome and their families and ensure PREP's programs and services evolve accordingly.
- Monitor trends in disability services, inclusive education, early childhood development, family support and community inclusion.

Program Leadership and Impact

- Provide leadership and oversight for PREP's diverse portfolio of educational, therapeutic, developmental and family-support programs.
- Foster a multidisciplinary approach involving educators, therapists, support professionals, families and community partners.
- Ensure the voices and experiences of individuals with Down syndrome and their families inform program development and organizational decision-making.

People and Organizational Leadership

- Provide leadership to a multidisciplinary team of employees, professionals, contractors and volunteers.
- Recruit, develop, retain and motivate high-quality staff who are committed to PREP's mission and differentiated service model.
- Support professional development and succession planning.
- Foster an environment in which employees feel valued, supported and connected to PREP's purpose.

Financial and Operational Management

- Ensure the financial health and long-term sustainability of the organization.
- Work with the Board and appropriate staff to develop and monitor annual budgets, forecasts and financial plans.
- Ensure appropriate financial controls, reporting and accountability.
- Diversify and strengthen revenue sources, including government funding, grants, donations, partnerships, memberships and other revenue opportunities.
- Ensure PREP operates efficiently while maintaining the quality and integrity of its programs.
- Oversee organizational policies, risk management, insurance, facilities, technology and other operational requirements.

- Ensure compliance with applicable legislation, regulations, funding agreements and governance requirements.

Fund Development and Community Engagement

The Executive Director will be an important ambassador and champion for PREP within Calgary and beyond. Responsibilities will include:

- Develop and implement a comprehensive fund-development strategy in partnership with the Board and staff.
- Build strong relationships with donors, foundations, corporations, government agencies and community organizations.
- Identify opportunities for new funding, partnerships and collaborative initiatives.
- Represent PREP at community, professional, government and sector events.
- Engage members, families, volunteers, donors and community stakeholders as active participants in PREP's future.
- Position PREP as a respected voice and resource within Calgary's disability, education and community-services sectors.

Board Relations and Governance

- Provide the Board with timely, accurate and meaningful information required for effective governance.
- Prepare recommendations, reports and strategic information for Board consideration.
- Support effective Board recruitment, orientation, development and succession.
- Foster a strong relationship based on trust, transparency and mutual accountability.

THE CANDIDATE

The successful candidate will be an experienced organizational leader who combines strategic thinking, operational discipline, financial acumen and genuine empathy.

While experience in the disability, education, social-services or nonprofit sectors would be highly valuable, PREP is ultimately seeking a leader who understands how to build a strong organization around a compelling mission.

Core Competencies

The successful candidate will ideally possess:

- Experience in a nonprofit, social-service, education, disability-services or community-based organization would be an asset.
- A university degree in business, nonprofit management, education, social sciences, human services or a related discipline. A graduate degree would be an asset.
- Significant progressive leadership experience, preferably including senior management or executive-level responsibility.
- Experience managing budgets, people, programs and organizational resources.
- Demonstrated experience in strategic planning and organizational development.
- Experience with fund development, grants, government funding or other revenue-generation activities.

Equivalent combinations of education and experience will be considered.

Other Competencies

- Experience working with a Board of Directors.
- Strong knowledge of governance, financial management, human resources and risk management.

Personal Characteristics

Strategic Visioning. The development of a compelling shared vision that provides clear direction, goals and priorities. Demonstrates a proactive, broad-based, long-term perspective on the organization by analyzing key trends and linking these to a strategy for success.

Passion for the Cause. A commitment to adding value and services to people and families with Down syndrome. A genuine passion for positively impacting their lives will greatly assist in fueling the drive and intent of a successful ED for the Society.

Integrity and Personal Credibility. The demonstration of an ability to gain and maintain trust and respect coupled with the ability to recognize and honour others. Honesty, humility and commitment are the signature of this leader. The ability to establish and maintain the confidence and support of the Board, the staff team, funding partners, other health partners, and the donor community is essential.

Diplomacy and Networking. Understanding and passion for the value of PREP and the ability to develop, retain and grow a strong network of relationships that will assist in achieving the goals of the Society. The ability to be discreet with others, take into account cultural and personal differences with the intent to build lasting internal and external relationships.

Collaboration and Communication. The ability to build teams, build trust and commitment underpinned with effective communication across diverse audiences and stakeholder groups. Demonstrated ability that reflects an understanding and consideration of the motivations and feelings of others. An expert in articulating information in a way that positively influences others and builds trust.

Financial and operational discipline. The ability to ensure the organization maintains financial stability through diversified revenue streams and effective management of expenses. Understanding the operational requirements to deliver high levels of member satisfaction.

Advocacy-oriented. Passionate about creating a more inclusive community and willing to be a strong voice for individuals with Down syndrome.

We understand and appreciate our clients' ever-increasing desire for candidates to reflect the communities in which they work and live. The Vogel Group is committed to inclusivity and diversity as we search for outstanding leadership talent for our clients.

We encourage candidates of all ethnicities, cultural backgrounds, physical challenges, sexual orientations, and identifications to feel confident in exploring and declaring candidacy for any of our search assignments.

For more information or to apply, please contact:

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The Vogel Group is a leadership search firm conducting national searches for a wide range of clients. We work with like-minded organizations that value a partnership based on integrity, authenticity and an unwavering commitment to excellence.