



PAT & THE ELEPHANT
Accessible Transportation

EXECUTIVE DIRECTOR

Pat and the Elephant Charlottetown, Prince Edward Island

Position Overview

The Executive Director (ED) serves as the senior leader and chief executive of Pat and the Elephant, providing strategic leadership and overall direction. This role is responsible for overseeing day-to-day operations, human resources, advancing the organization's mission, and strengthening the organization's community relationships and visibility.

Reporting to the Board of Directors (BOD) and serving as the primary liaison between the Board and staff, while fostering efficient, effective communication, organizational stability, accountability, lead grant management and funding initiatives to secure sustainable funding and support the organization's long-term growth.

Strategic Leadership, Operational Management & Governance

- Lead strategic planning in alignment with the mission and vision.
- Implement Board directives while supporting effective governance and accountability.
- Manage while maintaining compliance with applicable policies, regulations, and safety standards.
- Implement effective scheduling and routing, strategies to ensure the efficient delivery of all transportation services, including stretchers and specialized transportation, ensure services are delivered safely, reliably, and cost-effectively with optimizing resources vehicle utilization and service capacity.
- Identify and lead opportunities for continuous improvement through the adoption of technology, streamline processes, and innovative service delivery solutions while promoting a culture of innovation and efficiency that enhances service quality and long-term organizational sustainability.

Financial Planning & Organizational Development

- Lead budgeting, financial monitoring, reporting and fundraising—including grants, donor engagement, sponsorships, strategic partnerships, in collaboration with the BOD.
- Ensure effective financial stewardship through strong accountability, compliance, and transparent reporting practices.
- Recruit, mentor, support, and supervise senior staff to achieve organizational goals.
- Foster professional development, employee engagement, collaboration, and a positive inclusive workplace culture.

Community & Stakeholder Engagement

- Serve as the organization's primary representative in negotiations, strategic partnerships, stakeholders, public and community engagements, government agencies, the media
- Build and maintain strong relationships with clients, families, donors, funding partners, government representatives, and community organizations
- Champion accessible transportation and promote inclusion for individuals and communities across the Island.

Qualifications & Skills

- Demonstrated leadership experience, transportation, public service, healthcare, or other service-oriented organization, including responsibility for managing personnel, programs & structural resources.
- Strong logistics / operational management expertise. Experience overseeing service delivery, fleet operations, transportation systems, scheduling, or other complex, multi-faceted operations is considered an asset.
- Solid financial management and business acumen, including experience with budgeting, financial reporting, grant administration, fundraising, and the effective stewardship of executive resources.
- Exceptional communication, relationship-building, and stakeholder engagement skills, with the ability to collaborate effectively with staff, clients, volunteers, government representatives, funding partners, and community organizations.
- Proven ability to balance strategic leadership with hands-on management, translating organizational goals into effective day-to-day operations with measurable outcomes.
- Experience supporting or working with a BOD, including governance, policy development, and organizational accountability.
- Knowledge of accessible transportation, disability services, senior services, community-based programming.
- Post-secondary education in business administration, project management, public administration, social services, or a related discipline, or an equivalent combination of education & experience.
- A valid driver's PEI Driver's license.

Compensation & Benefits

- A full-time position, based on PEI, with an annual salary ranging from \$75,000.00 +, commensurate with experience, qualifications, and skills.
- A comprehensive benefits package includes health/dental coverage and paid vacation
- A standard workweek; occasional evening / weekend work to accommodate Board meetings, community events, and other organizational activities
- Flexible work arrangements, including occasional remote work, may be available based on operational needs and with prior approval.

Application Requirements

- Applicants are requested to submit a resume and professional references.
- The successful candidate will be required to provide a satisfactory Criminal Record Check and Vulnerable Sector Check as a condition of employment.
- Applications and resumes can be e-mailed to careers@patandtheelephant.org.