



Seeking Executive Director, apply by October 22, 2021

The Chebucto Family Centre is a not for profit registered charitable organization that nurtures and enhances the quality of life of families through the delivery of community-based programs and services. Included in these programs are advocacy and support, health and wellness programs, prenatal and parenting classes, volunteer doula program, children and youth programming, family play times and operating as a Family Home Day Care Agency.

The Executive Director reports directly to the Board of Directors and is essential to the leadership and sustainability of the organization's vision and mission by overseeing all operational functions of the organization. The Executive Director represents and promotes the organization to individuals, groups, and communities as well as to internal and external stakeholders.

The Executive Director leads, plans, organizes, coordinates, and evaluates the resources and plans that enable the organization to move its vision and mission forward.

Qualifications:

The ideal candidate possesses the following:

- Undergraduate degree or college diploma in business, not for profit leadership, public relations and/or combination of relevant work experience.
- Minimum of five years experience that includes either management, fundraising, marketing, special events or human resource management.
- Strong management skills in leading and managing others, including conflict resolution, strong financial management, strategic planning, human resources, and information management
- Excellent verbal and written communication skills including public speaking abilities
- Demonstrated knowledge and experience in not for profit management and/or community development
- Enjoys working on their own as well as part of a team
- Ability to be creative and flexible in their work
- Clear criminal background check including clear vulnerable sector check as well as clear child abuse register

Duties:

The Executive Director's responsibilities include Management, Operations, Fundraising, Financial Management, and Community Relations:

Management

- Maintain effective relations with the Board and Board committees, keeping them informed of the work and issues related to the Chebucto Family Centre
- Provide orientation and training for board members
- Recommend policies to the Board and/or assist the Board to formulate policies for the effective operation of the Centre
- Hire, evaluate and manage staff as outlined in Personnel policies of the Centre including onboarding & orientation, and supervision of staff in their duties
- Encourage the professional development and professional networking opportunities for staff in keeping with the mandate and resources of the Centre
- Maintain communication within the Centre on overall activities, goals, and objectives

Operations

- Maintains primary administrative responsibility for public accountability of the Chebucto Family Centre, maintenance of facilities and regular reporting to funders and regulators to ensure legal obligations of the Centre are met
- Evaluates the Centre's programs and services, recommends modifications where appropriate and necessary
- Ensures administrative records are kept up to date

Fundraising

- Develops and manages comprehensive fundraising plan to meet established funding goals
- Prepares and monitors applications for funding; identifies and pursues new funding opportunities
- Directs appropriate staff to ensure execution on fundraising plans and activities within their areas of responsibility

Financial

- Prepares the Chebucto Family Centre's budget in consultation with the Board's Finance Committee
- Maintains accurate and current financial records; ensure expenditures are in keeping with the approved budget and revenues are coming in as planned
- Consults with the Treasurer of the Board on matters related to investments and expenditures

Community Development

- Promotes the work of the Centre to the community through public relations activities targeted at the public, funders, community agencies and regulators
- Maintains positive working relationships with other professional and social service organizations and funding bodies, including but not limited to the United Way of Halifax

- Region, the Department of Community Services, NSHA, The Sisters of Charity, Health Canada, and the Halifax Regional Municipality
- Serves on inter-agency committees as appropriate to enhance service to clients.

Employment Details

This full-time position is based on 35 hours per week Monday to Friday with occasional evening and/or weekend work. The position is based out of the Chebucto Family Centre in Spryfield, Nova Scotia. Salary will be determined based on qualifications and experience. The compensation package includes vacation, pension and medical benefits.

As part of being an inclusive and representative organization, we are very interested in receiving applications from Black, Indigenous and persons of colour, immigrants, LGBTQ+, and/or people with lived experience with poverty or other systemic barrier(s). To help us achieve our diversity goals, we encourage applicants to self-identify in their cover letter.

Interested candidates may send their resume and cover letter, including salary expectations, to EDSearchCFC@gmail.com. We appreciate all interest however only those selected for an interview will be contacted.

Deadline for applications is Monday, Oct 22nd, 2021.

Thank you for your interest!