



## **Executive Director**

If you have a passion for empowering and inspiring confidence in individuals, families and children then this Executive Director position is your opportunity to make a positive difference. The Wainwright Military Family Resource Centre (Wainwright MFRC) is a not-for-profit organization seeking an experienced, collaborative, and community focused Executive Director to lead our organization.

## **About Us**

Wainwright MFRC is an independent resource for the military members and their families, and is a community-based, registered charitable organization. We provide support and services that address the unique challenges of the military lifestyle. Our mission is to increase resilience in military families, resulting in enhanced quality of life, thereby enabling military operations.

*For more on who we are, access the Wainwright Military Family Resource Centre website [here](http://cafconnection.ca/wainwright).*

## **About the Role**

The Executive Director (ED) reports to the Wainwright Military Family Resource Centre (WMFRC) Board of Directors and is responsible for implementing and achieving the policies and goals set out by the Board. The ED oversees all aspects of day-to-day operations of the WMFRC, including general management and administration, human resources, program planning, community engagement, and financial management.

The Executive Director liaises with stakeholders including the Canadian Forces Moral and Welfare Services, Canadian Forces Base Wainwright, community organizations and government (municipal and provincial) organizations and is accountable to the Canadian Armed Forces community for the operation of the Wainwright MFRC.

## **Our Ideal Candidate**

The ideal candidate will be an inspiring leader with 5 years of progressive management experience in a non-profit organization. They will have expertise managing and delivering social programs focused on families and children. They will be a positive team player with a proven track record building community, fostering collaboration and working productively with stakeholders.

Our ideal Executive Director is resourceful, solutions focused, flexible and resilient. They are committed to a high level of transparency, integrity in communication, and sharing of information to build trust and empower others. They are supportive, respectful and positive in their interactions, and recognize and appreciate the needs of our clients.

## *Education*

Minimum of Post-secondary education in a related field is required. Candidates are expected to highlight their education and how it relates to the Executive Director position with the WMFRC.

## *Desired Knowledge and Experience*

- 5+ years' progressive management experience in a non-profit organization.
- 5+ years of management experience with social programs such as childcare, youth and family programs, mental wellness, and emergency support.
- Experience managing budgets and overseeing finances.
- Experience working with children and families in an environment that focuses on empowering and encouraging strong, independent individuals and families.
- Experience managing family support programs and community engagement and development initiatives.

- Knowledge of the unique challenges of the military family lifestyle and proficiency in French are considered an asset.
- Previous experience working with a Board of Directors and knowledge of governance practices and standards.
- Excellent interpersonal, oral and written communication skills with the proven ability to deal effectively with community members, staff, media, community agencies, and other stakeholders.

If you think you will make a great addition to Wainwright MFRC's dynamic team, please apply with a cover letter and resume to competition #21-05 [boardchair@wainwrightmfr.ca](mailto:boardchair@wainwrightmfr.ca)

*Applications will be accepted for this opportunity until Monday, 17 May 2021.*