

Winnipeg Military Family Resource Centre

Position Title: Executive Director (ED)

Reports to: Board of Directors

Location: Winnipeg, Manitoba, with some travel required across Canada

Hours: Full-time, Monday-Friday with some evening and weekend work required

About the Winnipeg Military Family Resource Centre (MFRC)

In 1991, the Department of National Defence (DND) officially recognized the important contributions that military families make to the Canadian Forces. The DND established the Military Family Support Program and authorized the creation of Military Family Resources Centres at each Canadian Forces installation.

Today, the Winnipeg MFRC is one of 42 MFRCs located in Canada and abroad. Like all MFRCs, we are a community-based organization with the sole responsibility of addressing the needs of military families. Winnipeg MFRC oversees a Thunder Bay satellite office and is a multi-faceted organization, impacting the lives of military families by connecting them to a broad range of programs and services including parent, youth and child programs, employment and education services, the Veteran Family Program, deployment and relocation services, and mental health and wellness services.

Position Overview:

The Executive Director (ED) reports to the Winnipeg MFRC 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 the day-to-day operations of the Winnipeg MFRC, including general management and administration, human resources, program planning, community engagement, and financial management. The Executive Director liaises with stakeholders including the DND, Military Family Services (MFS), community organizations, and government (municipal, provincial, and federal) organizations, and is accountable to the Canadian Forces community for the operation of the Winnipeg MFRC.

Responsibilities:

- Plans and monitors staffing requirements, supervises all staff, and coordinates volunteers.
- Oversees the implementation of human resources policies, procedures, and practices.
- Acts as liaison between the Board of Directors and Winnipeg MFRC staff, holds regular team meetings, and informs staff of relevant Board management decisions.
- Manages performance and training, delivers annual performance reviews, and carries out disciplinary action as needed.
- Fosters teamwork and works cooperatively to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Oversees the planning, development, implementation, and evaluation of the organization's programs and services, ensuring programs offered contribute to the Winnipeg MFRC's mission.
- Maintains programs, services, and administrative records, oversees the management of database systems, and coordinates other administrative tasks.
- Acts as an advisor to the Board of Directors on the organization's activities and implements decisions made by the Board.
- Identifies, assesses, and informs the Board of any internal and external issues that may affect the

Winnipeg MFRC.

- Approves expenditures within the authority delegated by the Board and ensures sound bookkeeping and accounting procedures are followed.
- Helps to prepare annual reports, budget forecasts, and annual budget statements for Board approval, and administers Winnipeg MFRC funds according to the approved budget.
- Researches funding sources, oversees fundraising activities and participates in fundraising as appropriate.
- Identifies and evaluates the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implements measures to control risks.
- Develops and maintains sound working relationships with all stakeholders and represents the Winnipeg MFRC positively and professionally in the community.
- Liaises with individuals, groups, and organizations of the Canadian Forces community on matters pertaining to military families, and maintains positive relationships with senior personnel at the Canadian Forces Base (CFB) Winnipeg.

Qualifications:

- A minimum of 5 years' senior leadership experience including experience in a not-for-profit organization.
- A post-secondary degree in sociology, psychology, social work, or a related field is strongly preferred.
- Post-secondary education related to financial management or equivalent experience.
- Experience working with a Board of Directors and knowledge of governance practices and standards.
- Experience with human resources management and project management best practices.
- Knowledge and understanding of the unique challenges of the military family lifestyle.
- Knowledge of all federal and provincial legislation applicable to voluntary sector organizations including employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage, etc.
- A high level of emotional intelligence and interpersonal skills, and the ability to build effective relationships with community members and agencies, staff, media, and other stakeholders.
- Honesty, and commitment to integrity, transparency, and sharing of information to build trust and empower others.
- Forward-thinking and strategic, with the ability to adjust to ever-changing organizational needs and competing priorities.
- Strong communication skills, both verbal and written, and excellent public speaking skills.
- Computer skills with advanced proficiency in Microsoft Office suite.
- Superior planning, administrative, research, and organization skills.
- A valid Manitoba Driver's License.
- Bilingualism (English and French) is an asset.

Application Information:

If this dynamic opportunity to lead an exceptional team and make a difference in the community sounds like a great fit for you, please apply with your resume and cover letter to <https://engagedhr.prevueaps.com/jobs/150989-33979.html>

This posting will remain open until end of day, Wednesday, January 7, 2021.
We look forward to hearing from you and connecting with you!