

## **Executive Director - Manitoulin Family Resources**

Due to continued growth and expansion, Manitoulin Family Resources is seeking a dedicated and passionate visionary to join its reorganized leadership team. Working alongside the current Executive Director and Program Directors, the incumbent will drive the agency forward through her ability to influence and implement a clear vision of the agency's mandate, lead change, build positive working relationships, and inspire teams committed to supporting vulnerable populations in our community.

Reporting to the Board of Directors, the Executive Director will be responsible for providing leadership and direction in overseeing the administration, programming, and strategic plan of MFR. They will ensure the agency is providing quality services to clients, while meeting the requirements of funders, in a fiscally responsible way that allows for the continued growth of the agency. The mission of Manitoulin Family Resources is to support individuals and families by providing resources, advocacy, and education through the agency's three program areas of Violence Against Women Prevention, Children's Services and Food Security.

Manitoulin Family Resources Inc. is a non-profit, charitable organization established in 1984. Providing services throughout the District of Manitoulin Island, LaCloche, and the Espanola corridor, the agency provides both centre and community-based programs across the region. With funding provided by the Ministry of Children, Community and Social Services, Ontario Health North, the Manitoulin-Sudbury District Services Board, and a host of grant funders, the agency is accountable for a budget in excess of 3.5M. We require an Executive Director capable of providing and reporting on the financial oversight of a budget of that size, while ensuring that the agency remains true to its mandates and purpose. The agency provides support in the following areas:

### **Violence Against Women Prevention**

- 24 hour crisis and support line
- Emergency residential shelter for women and children
- Community-based counselling and transitional support services
- Child witness program

### **Children's Services**

- 2 centre-based child care centres, including family grouping and before and after school programming
- EarlyON programming
- Home child care program

### **Food Security**

- Food bank for the District of Manitoulin
- Thrift store for clothing and household needs
- Housing support program

## **Major Responsibilities/Duties:**

### **1. Board Governance**

The Executive Director is a non-voting, ex-officio member of the Board of Directors responsible to inform, support and enable the Board to effectively discharge its governance obligations.

- Contributes and participates with the Board in the development of the organization's Strategic Plan in accordance with the agency's Mission and Vision
- Provides timely and accurate information and advice necessary for the Board to function properly and make informed decisions. Such information includes written and verbal reports, operational considerations, emerging issues and risk mitigation strategies
- Advises the Board (and its committees) on the development of policy and implements Board policy efficiently and effectively through the programs and services of Manitoulin Family Resources





- Supports the Board's administrative processes such as coordinating meeting schedules, preparing agendas, and handling correspondence between the Board and the community
- Functions as a liaison between the Board, staff, and volunteers
- Contributes, in the form of a self-evaluation, to the Board Chair's annual evaluation of the Executive Director's performance

## 2. Programs and Services

The Executive Director is responsible to ensure that the organization's mission is fulfilled through the development, delivery, and evaluation of the services offered to MFR's clients.

- Together with Program Directors, oversees the development, implementation, and maintenance of service guidelines, protocols and documentation for all programs and services to ensure that the organization meets all legislative requirements, provincial standards and community expectations.
- Monitors the performance of existing programs to ensure that they operate in such a manner that the objectives of the program are met efficiently and satisfy funder requirements
- Ensures that the services offered to clients are provided within a feminist, anti-oppression framework and help them achieve their personal goals
- Identifies and pursues new funding opportunities and desirable new services that align with the agency's Mission, Vision, and Strategic Plan
- Develops proposals and budgets for new services for review and approval by the Board
- Negotiates contracts for new and ongoing services
- Ensures that the policies and procedures governing services to clients are adhered to.

## 3. Human Resources

The Executive Director is responsible for effective utilization of the organization's staff and volunteer resources.

- Implements MFR's human resources' plan and related policies, as approved by the Board.
- Disciplines staff when necessary following organizational procedure; release staff when necessary using appropriate and legally defensible procedures
- Establishes operational procedures applicable to staff and volunteers on such things as recruitment, orientation, training, recognition, and working conditions
- Researches and recommends changes to staff salary and benefits
- Supports management and administrative staff with respect to their job duties, providing direct supervision to those in the management team
- In coordination with Program Directors, develops job descriptions for all staff positions approved by the Board
- Negotiates and administers MFR's Collective Agreement
- Assigns staff to positions that meet the needs of MFR and fit the skill set of employees
- Oversees the maintenance of confidential Human Resources files for staff, Board, and volunteers
- Provides opportunities for staff, where appropriate, to be consulted regarding the development of MFR policies and procedures (annual review of HR policies)
- Promotes an organizational culture that fosters compassion, cooperation, open and frequent communication, teamwork, safety, and a common organizational vision
- Exemplifies and fosters a positive working environment where both individual achievement and team collaboration are acknowledged
- Addresses complex employee relations matters in consultation with other management staff and/or the Board as appropriate
- Ensures the organization adheres to all employment related legislation, including but not limited to the Employment Standards Act, the Human Rights Code, the Worker's Safety and Insurance Act, and the Occupational Health and Safety Act





#### 4. Organizational Finances and Fundraising

The Executive Director is responsible to secure, oversee and utilize financial resources sufficient to ensure the financial health of the organization

- Ensures fiscal integrity and provides effective oversight on all financial aspects of MFR's operations based on sound financial management, astute budgetary analysis and accurate reporting
- Submits to the Board a proposed annual budget augmented by monthly financial statements which accurately reflect the projected and present financial condition of the organization
- Operates within the approved budget ensuring optimal resource utilization and maintenance of the organization in a positive financial position
- Identifies threats to the organization's financial position and brings these to the Board's attention, along with risk mitigation strategies
- Identifies new funding opportunities and prepares grant applications in pursuit of funding
- Ensures the timely completion and submission of reports to government and other funders
- Reviews existing capital investments to justify viability and advises the Board accordingly
- Oversees bookkeeping functions and accounting procedures to ensure Canadian accounting standards are followed for not-for-profit organizations; oversee annual audit
- Approve expenditures within established guidelines (ED limitations)
- Oversees the development and implementation of fundraising strategies, goals and work plans aimed at supporting the organization's philosophy and strategic objectives
- Responsible for signing all notes, agreements, and other financial instruments made and entered into, and on behalf of, the organization

#### 5. Community Relations

The Executive Director is responsible for the enhancement of MFR's image and furthering its purposes by being active and visible in the community.

- Serves as the primary spokesperson on behalf of the organization to the media and the general public, or may delegate this role on occasion to the suitable and appropriate representative on her behalf
- Establishes and maintains positive relationships with various organizations and utilizes those relationships to strategically enhance MFR's mission
- Represents the agency in the community at public functions, conferences, boards, and committees, as required and/or delegates with respect to program needs
- Maintains a liaison with other organizations involved in the planning of social services
- Together with Program Directors, acts as an effective champion for projects and initiatives that seek to end violence against women, support child development, address food security, and the ability of individuals and families to reach their full potential
- Oversees and approves the development of community education activities and materials
- Participates in local, regional, and national committees and activities of relevance to issues identified in the agency's mission statement, communicating with network and stakeholder tables to advance their concerns

#### 6. Property and Equipment

- Oversees all aspects of property management and tenancies in conjunction with the Board
- Ensures effective oversight and maintenance (including cleaning and capital investment) of assets including properties and equipment owned
- Manages relationships with vendors and oversees negotiations around lease agreements, contract management and purchasing arrangements



**Skills and Qualifications:**

- Bachelor's degree (minimum)/Master's degree in Business, Finance, Accounting, and/or Human Resource Management.
- Five or more years' senior non-profit management experience.
- Experience and skill in working with a Board of Directors.
- Understanding of and commitment to working within an intersectional feminist, anti-racism, anti-oppression framework, understanding the social, economic, and political context in which the agency serves to deliver its programs
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers and donors.
- Ability to effectively communicate the organization's mission to donors, volunteers and the overall community.
- Demonstrated ability to oversee and collaborate with staff.
- A history of successfully generating new revenue streams and improving financial results.
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Second language fluency (Anishnaabemowin, French) is an asset
- Full proficiency with computer software, specifically Microsoft
- Strong work ethic with a high degree of energy.
- Adaptability

A clear VSS, insurable driver's abstract, and proof of covid-19 vaccination will all be requirements of the selected candidate and ongoing conditions of hire. \*Please note that administrative and management positions may be called upon to deliver frontline services in any of our program areas, including our women's shelter.

Fair compensation and full benefits' package, per agency practice, will be offered to the selected incumbent. Accommodations are available on request for candidates taking part in all aspects of the selection process.

**To apply please send full cover letter and resume to: Denise Leblanc,  
Executive Programs' Assistant  
[dleblanc@mfresources.net](mailto:dleblanc@mfresources.net)**

**Deadline for applications: Wednesday, September 28, 2022 at 4:00 p.m.**