

**Co-Executive Director; position redesign
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 with the agency's management team, 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. This is a permanent, full-time position, with a second full-time co-ED, to promote work/life balance.

Reporting to the Board of Directors, the co-ED 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, meeting the requirements of funders, and contribute to 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.

The successful candidate must have:

- Bachelor's degree (minimum)/Master's degree in a social services related field; registration with a relevant professional college is an asset
- 5 or more years' senior non-profit management experience (experience in a unionized environment is an asset)
- Experience and skill working with a Board of Directors
- Strong financial management skills
- Strong organizational abilities and the ability to be adaptable; crisis and conflict management, problem-solving skills are essential
- Strong written and oral communication skills, including public speaking
- Proven ability to promote an organizational culture that fosters compassion, cooperation, communication, and inclusivity
- Full proficiency with computer software, specifically Microsoft
- Current CPR/First Aid certification, or willingness to complete at time of hire

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.

A comprehensive benefits' and vacation package is extended to all full time positions.

Please forward application, including cover letter and updated resume to:

Denise Leblanc
Executive Programs' Assistant
Manitoulin Family Resources
dleblanc@mfresources.net

Closing date: Friday, December 02, 2022, at 4:00 p.m.

Manitoulin Family Resources welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their submissions; only those selected for an interview will be contacted.



Manitoulin
Family Resources

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