



Executive Director

Job Title: Executive Director

Employment Status: full-time salaried, 37.5 hours/week

Volunteer Manitoba supports groups and individuals in the voluntary sector to develop and enhance their capacity to anticipate, understand, celebrate, and meet community needs in Manitoba. Our vital contributions to the community include connecting people with volunteer opportunities, promoting volunteerism, and providing leadership and guidance in the non-profit and voluntary sector. More information about Volunteer Manitoba can be found at: <https://www.volunteermanitoba.ca/>

Reporting to the Board of Directors, the **Executive Director** supports and promotes the mission and vision of the organization. They report to the volunteer board of directors and directly oversee the organization's paid staff. They work with staff and the board to develop and implement the strategic plan for the organization.

Key Responsibilities:

- Lead the overall delivery of the strategic plan, vision, and mission of Volunteer Manitoba, by working with and directing the staff, and ensuring accountability to and coordination with the Board of Directors.
- Act as the face of the organization by growing partnerships with other not-for-profit, for profit, and government organizations and working with the staff to maintain and grow the organization's profile and brand.
- Develop, implement, and lead operations that advance the mission of the organization to promote and recognize volunteerism across the province.
- Oversee the organization's existing programming, including the Volunteer Awards and Board Connect. Make decisions, in consultation with the board, on adding, removing, or modifying programming based on the resources and opportunities of the organization.
- Find innovative ways to revitalize volunteers and volunteer managers post-pandemic.
- Assist in maintaining and improving the organization's governance and policy structure by drafting, modifying, and recommending changes to the organization for the board's approval.
- Ensure the financial performance of the organization by developing and implementing strategies to increase sustainable revenue.
- Maintain oversight of the organization's budget and control of its expenses including bookkeeping and regular reporting to the board.
- Oversee and develop the organization's social enterprises, including training.
- Develop the potential of the organization's human resources by planning staff requirements and ensuring a positive, healthy, and safe work environment with a strong culture.

Qualifications

Essential

- Post-secondary education.

- Minimum of three years of senior management experience, including experience supervising and mentoring staff.
- Experience aligning strategic plans with operations, reporting, evaluation, and performance measurement.
- Demonstrated financial management skills including overseeing budgets and reviewing financial statements.
- Experience leveraging opportunities; developing innovative and creative solutions to challenges; and building stakeholder buy-in.
- Proven ability to build/use relationship networks - experience building, developing, and enhancing collaborative, inclusive relationships with a wide range of corporate, not-for-profit, and government organizations and people at all levels.
- Effective communication skills: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

Desired

- Demonstrated commitment to community leadership through involvement in the not-for-profit sector as a volunteer, board / committee member, and / or experience reporting to a board.
- Demonstrated understanding of the not-for-profit sector.

Compensation

Volunteer Manitoba offers a competitive compensation package including:

- Base compensation of \$70,000 to \$80,000 annually commensurate with education and experience
- Five weeks of paid vacation plus paid time off between Christmas and New Years
- A defined benefits pension
- Health and dental Benefits
- Parking
- A hybrid work environment
- Cell phone credit

If you share our commitment to volunteerism, and are passionate about developing the potential of Volunteer Manitoba, please send your resume and cover letter **on or before February 12, 2023** to Jobs@volunteermanitoba.ca.

Volunteer Manitoba is an inclusive employer and supports communities and volunteers from a wide range of backgrounds. We encourage applications from all eligible individuals.