**JOB OPPORTUNITY**

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**EXECUTIVE DIRECTOR POSITION**

**Position Scope/Summary**

Reporting to the Board of Directors, the **Executive Director (ED)** will be a compassionate, collaborative and purpose-driven leader who will provide direction, and effectively establish and maintain strong working relationships with the employees, partner organizations, and the community of Morinville, Alberta.

The ED will assume responsibility for the overall strategic and operational planning, and will bring a broad understanding and considerable knowledge on community development and stakeholder relations.

**Candidate Profile**

The ideal candidate is an energetic, determined, leader, with a proven track-record working towards, and deep commitment to equity and social justice. With creativity and a commitment to working collaboratively, the ED will be a passionate advocate for justice and systemic change. They will have experience working in a complex environment with competing demands and priorities, and have proven successful experience with grant writing, capacity building, policy development, advocacy, and operating from an intersectional framework.

**Key Responsibilities**

**Leadership, and Strategic Planning**

* Lead and oversee the implementation and ongoing review of programs and services development, organizational capacity building, and special projects to advance JMMF’s strategic objectives.
* Oversee and participate in the day-to-day operations, facility management, staff development, financial and risk management.
* Collaborate with JMMF’s Board of Directors to define and implement long-term strategic and operational plans that align with and support the organization’s strategic directions.
* Serve as a professional advisor to the Board of Directors on all aspects of the operations, including internal administration and external activities that affect the organization.
* Acts as a spokesperson for media interviews and other public engagement opportunities.
* Responsible for the implementation of human resources policies, procedures and practices and performance reviews
* Responsible for hiring and onboarding of new staff, manage direct reports ensuring clear roles and responsibilities, and provide ongoing supervision and support.
* Advise the Board of Directors to policy issues resulting from changing community context, new government legislation, etc.
* Partnering with staff, work to build capacity, structure, policies/processes, and readiness of community initiatives, ensuring their alignment to JMMF’s vision and strategic direction.

**Fiscal Responsibility and Record Keeping**

* Coordinates and leads the financial management of the organization working closely with the Treasurer.
* Ensure JMMF budget is managed according to sound financial practices ensuring accurate financial, statistical, personnel and program records are kept.
* Provide strategic vision for the annual budgeting process, with budget recommendations to the Board.
* Develop overall budget for JMMF infrastructure and operational activities.
* Work with staff and Board to prepare comprehensive multi-year budgets and secure adequate funding for the operation of the organization.
* Administer the expenditure of funds within the budget approved by the Board of Directors.
* Ensure that monthly financial statements are prepared for the approval of the Board of Directors.
* Approve all expenditures and negotiate contracts and agreements.

**Community Engagement, and Proposal Development**

* Develop and implement annual and long-range fundraising plans and goals to support JMMF’s public engagement efforts to grow the donor base by communicating impact.
* Responsible for building strong relationships with donors for long term financial sustainability of JMMF.
* Represents JMMF at partnership meetings, stakeholder meetings, government consultations, webinars, to enhance and progress advocacy opportunities.
* Develop and manage new and existing community and trustee partnerships with community stakeholders and network with other service providers, funders, elected representatives, local businesses.
* Lead and support effective proposal writing, direction and management of funding.
* Establish sustainable and positive collaborative relationships with community groups, funders, politicians, police, local schools and other organizations to help achieve the goals of the organization.
* Liaise and consult with funding agencies, to support and enhance relational activities.

**Qualifications**

* A post-secondary degree in a relevant field is preferred; combination of experience and education will be taken into consideration.
* Minimum five years of progressive leadership experience in a similar setting. Experience with managing vulnerable clientele including children is preferred.
* Experience in or knowledge of business administration/leadership, and contract/agreement negotiations.
* Strong financial literacy, experience with budgeting and understanding of financial statements.
* Knowledge of family violence and skills in Crisis Intervention, Suicide Intervention and Addictions/Mental Health.
* High level of integrity, confidentiality and accountability.
* Training and demonstrated experience with Trauma-Informed practices.
* The ability to build collaborative relationships with other agencies and services in an effective and professional manner.
* Ability to respond appropriately in pressure situations with a calm and steady demeanor.
* An ability to simultaneously and successfully handle multiple competing and shifting priorities and deadlines.
* Working knowledge of the Child Welfare Act.
* Understanding of cultural differences and the role culture plays in domestic violence.
* Excellent verbal and written communication skills, presentation skills and strong attention to detail.
* The ability to relate and communicate with all types of clients in a non-judgmental manner.
* Self-motivated and able to work with minimal supervision.
* Strong computer skills in Excel and PowerPoint and ability to learn and master internal systems, as required.
* Valid First Aid Certificate and ASIST
* Ensure the ability to obtain a clean Children's Services and Criminal Record Check with Vulnerable Sector Search.
* Valid driver's license and reliable vehicle with proof of insurance.

**Hours of work**

* Monday – Friday 37.5 hours per week.  Some evening and weekend work may be required.

Please apply in confidence to **info@JMMF.ca** with a resume and cover letter including salary indication. All applicants are thanked in advance for their interest, however, only those selected for an interview will be contacted.

The Jessica Martel Memorial Foundation is located in Morinville, Alberta, 60min north of downtown Edmonton and 25 min north of St. Albert.