

CORE Association

Is a non-profit organization in Southeast Alberta
that is seeking an Executive Director

Organization Overview:

CORE Association is non-profit organization dedicated to providing comprehensive community-based support services for individuals with developmental disabilities. Our mission is to empower individuals and their support networks to achieve success, satisfaction, and a high quality of life within their communities. CORE offers a range of services including skill development, community involvement, employment support, and community living arrangements. We are committed to fostering independence, dignity, and inclusion for all individuals we serve.

Position Overview:

CORE Association is seeking a dynamic and dedicated Executive Director to lead our organization in fulfilling its mission. The Executive Director will be responsible for providing strategic leadership, overseeing day-to-day operations, and ensuring the delivery of high-quality services to individuals and their families. This role requires strong organizational skills, effective communication abilities, and a passion for advocating for the rights and well-being of individuals with disabilities. The ideal candidate will be a compassionate leader with a proven track record of motivating teams, fostering collaboration, and driving positive change.

Key Responsibilities:

- Provide visionary leadership and strategic direction to advance the mission and goals of CORE Association.
- Oversee the development and implementation of programs and services that meet the diverse and changing needs of individuals with developmental disabilities and their families.
- Cultivate and maintain strong relationships with community partners, government agencies, donors and other stakeholders to enhance support and resources for the organization.
- Lead fundraising efforts, including grant writing, donor cultivation, and special events.
- Effectively manage the organization's financial resources, ensuring sustainability on a foundation of transparency and accountability.
- Foster a positive organizational culture that values diversity, equity, and inclusion, and promotes collaboration and innovation among staff and volunteers.
- Serve as a strong advocate for individuals with disabilities, promoting their rights, interests, and inclusion in the community.
- Ensure compliance with all relevant regulations, standards and funding requirements.
- Represent CORE Association effectively in the media and within the community, promoting awareness and understanding of our mission and services.
- Succession planning to prepare for the future, grow smoothly, nurture diversity and inclusion, and reduce disruptions in workflow and processes.

Qualifications:

- A commitment to the vision and mission of CORE Association.
- Bachelor's degree in a relevant field (Master's degree preferred).
- Minimum of 5 years of leadership experience in a non-profit or human services organization.
- Strong understanding of developmental disabilities and related support services.
- Excellent organizational, communication, and interpersonal skills.
- Well developed computer skills in a Windows 365/ShareVision environment.
- Proven ability to motivate and inspire teams to achieve common goals.
- Demonstrated commitment to ethics, integrity, and accountability.
- Experience in strategic planning, program development, and implementation.
- Ability to effectively engage with diverse stakeholders and build consensus.
- Knowledge of relevant regulations, standards, and best practices in the field.
- Current Criminal Records check with Vulnerable Sector check completed.

How To Apply:

Send resumes with three references to:

By email: board@coreassociation.ca

By mail:

CORE Association
412 3rd Street S.E.
Medicine Hat, AB T1A 0H1

APPLICATION DEADLINE: June 9, 2024 midnight.

CORE Association is an equal opportunity employer and encourages applications from individuals of all backgrounds. We thank all applicants for their interest, but only those selected for an interview will be contacted.

Join us in making a meaningful difference in the lives of individuals with developmental disabilities and their families. Together, we can create a more inclusive and supportive community for all.



CORE Association

www.coreassociation.ca

CORE Association is a registered charitable organization,
serving Individuals since 1954.