

Crowsnest Community Support Society

Due to the COVID-19 Pandemic this position is being reposted

**POSITION AVAILABLE
EXECUTIVE DIRECTOR
PERMANENT FULL-TIME POSITION**

Pay dependent on education and experience
Mondays to Fridays – maximum 37.5 hours per week

Reporting to the Board of Directors, the Executive Director is a senior-management role with strategic operational and service area responsibility. This role has responsibility for the overall strategic planning and priority setting for the Society and direct leadership responsibilities for the Society's business/service plan.

- Degree in Human Services/Business Administration or a related field
 - Five or more years senior non-profit management experience
 - Community Disability (Rehab) Diploma or related education an asset
 - Strong financial management skills including budget preparation, analysis, decision making and reporting
 - 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
 - Strong organizational abilities, including strategic thinking, planning, delegating, program development and task facilitation
 - 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
 - Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers
 - Experience and skill in working with a Board of Directors
 - Demonstrated ability to oversee and collaborate with staff
 - Strong written and oral communication skills
 - Strong work ethic with a high degree of energy
- Mandatory Benefit Package
 - Clean Vulnerable Criminal Record Check
 - Flexible schedule and paid vacation days
 - Employee recognition programs
 - Position covered through WCB

For more information or to apply please contact
James Woodall - james.ccssmvi.ca

Mail resume to
Crowsnest Community Support Society
Box 507
Coleman, AB
T0K 0M0

OR
Fax – 403-563-3144

Deadline for applications – 4:00 pm Friday, July 10, 2020

Position Start Date – To be Determined

Only those applicants to be considered will be contacted