



Community Financial Counselling Services (CFCS) is a non-profit United Way Agency with diverse funding sources and service partners that provides financial, counselling, budget management and Financial Literacy services to Manitobans who are experiencing financial difficulty. CFCS utilizes a Financial Empowerment Model in providing tax preparation and access to benefit services to low-income Manitobans. CFCS programs include services for problem gambling, youth transitioning out of foster care, and the implementation of financial empowerment programs in Family Resource Centers, and in Indigenous and Newcomer communities.

CFCS is currently seeking an **Executive Director** to lead the organization and deliver initiatives that bring to life CFCS's mission, vision, and core values.

We are looking for:

A dynamic and relational leader with knowledge of program planning, fundraising and governance within a non-profit or related organization. You are an excellent communicator and have the experience, emotional intelligence, and people skills to build relationships and inspire confidence in their team and with a variety of stakeholders. You possess a democratic/participatory management style that recognizes and encourages employee engagement. You have skills in planning and organization and can make decisions confidently. As the successful candidate you will be able to effectively prioritize and handle multiple responsibilities while maintaining a strategic mindset.

Roles and Responsibilities:

Be responsible for managing 6 key functions within the organization. These key functions include:

Financial Management & Accounting

- Responsible for implementing and maintaining financial practices.
- Work with the staff, Finance Committee, and the board in preparing a budget; see that the organization operates within budget guidelines and ensures the organization meets all required terms and conditions for program/project funding.
- Ensure that adequate funds are available to permit the organization to carry out its work.
- Oversee strategic planning of fundraising activities for the organization.
- Maintain, acquire, and dispose of physical assets while ensuring that facilities, property insurance, furniture and equipment are appropriate to needs of the organization.
- Assumes authority for all financial transactions, auditing all material budget variances, and reporting these variances in a timely fashion.



- Preparation of monthly, quarterly, and annual financial reports, which document activity and expenditures. Reviews and adjusts expenditure levels using various monthly, quarterly reports.
- Manages all aspects of the payroll system.
- Ensures that an annual audit is conducted.

Staffing & Leadership

- Responsible for the recruitment, orientation and training of both paid staff and volunteers.
- Maintain an office culture which attracts, retains, and motivates a diverse staff.
- Ensure that sound human resource practices are in place including performance evaluations, compensation, staff/volunteer development and education, up to date procedures manuals, personnel policies, and practices.
- Investigates and processes personnel matters that appear to require more formal disciplinary action and refers these situations to the Human Resources Committee, as required.
- Participate with the Board of Directors in developing a rolling strategic plan to guide the organization.
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization.

Board Relations & Governance

- Act as a resource to Board of Directors so that policy decisions are made on an informed basis.
- Gather, interpret, and articulate information to the Board about community trends and resources as they relate to enhancing the Board's capacity for effective communication, decision-making and long-term planning.
- Keep the Board informed (on a timely basis) of significant issues affecting the development and delivery of programs and services.
- Oversee development and implementation of orientation for in-coming Board Members.
- Ad-hoc ex-officio member of all Board committees.
- Provides support for the annual meeting including production of the annual report and logistical support.
- Coordinates and completes special assignments as determined by the board.

Agency Policy Development

- Ensuring Agency services are delivered in an effective fashion. This position must participate in evaluating service effectiveness and making recommendations regarding policy development.
- Develops operating plans for the development and delivery of Agency services.



- Participates with the Agency Board in planning and policy development, including new or adapted programs to maximize resources for client benefit.
- Assists in developing and implementing an annual strategic plan that outlines the Agency's business plan and related outcomes.

Operations & Strategic Planning

- Manages the operations and day to day activities of CFCS including maintaining the organization's Non-Profit organization status.
- Develops and monitors short- and long-term resource requirements such as space, furniture, equipment, transportation, and security.
- Maintain a working knowledge of significant developments and trends in the field.
- In conjunction with the Board of Directors, the Executive Director will ensure that the organization has a long-range strategy which achieves its mission and vision.
- Assists with the identification of computer hardware requirements.

Community & Funder Relations

- Monitor programs and services to ensure consistency with criteria established by funding sources and the mission and goals of the organization.
- Undertake activities that enhance the visibility of the organization and cultivate new partnerships.
- Represent the organization on appropriate committees, network, and joint projects.
- Represent the organization for the purpose of government liaison and media relations.
- Identify, initiate, and develop relationships with a broad range of community sectors including city communities, all levels of government, other non-profit organizations, and business organizations.

Qualifications Required:

1. **Leadership Experience:** A minimum of 7 years' experience in a leadership role is required, preferably in the not-for-profit sector. The candidate should demonstrate the ability to lead teams effectively and drive organizational objectives forward.
2. **Educational Background:** A post-secondary education degree in Social Services, Non-Profit Administration, Human Resources, Business and Administration, and/or Counseling is preferred. An equivalent combination of education and experience may be considered.
3. **Financial Management:** Proven experience in financial management is required. The candidate should have a strong understanding of budgeting, financial planning, and fiscal responsibility.
4. **Strategic Leadership:** Demonstrated leadership experience at a senior level with the ability to balance day-to-day responsibilities while executing high-level strategic objectives. The



candidate should have a track record of developing and implementing strategic plans to achieve organizational goals.

5. **Relationship Building:** Proven record of accomplishment in cultivating and maintaining relationships with government agencies, community organizations, funders, and donors. The candidate should have strong networking skills and the ability to engage stakeholders effectively.
6. **Communication Skills:** Excellent communication skills are essential, including compelling written and verbal communication. Experience in successful fund development and grant writing is highly desirable.
7. **Community Engagement:** Demonstrated interest or existing involvement as a leader and change-maker in the community. The candidate should be passionate about making a difference and have a deep understanding of community needs and challenges.

Application Process:

CFCS invites applications from qualified individuals from a wide variety of experience backgrounds, representing the diversity of Manitoba residents. If you are interested in this opportunity, please submit your resume, a cover letter to Corinne Pierce at corinnepierce@shaw.ca by **May 13, 2024**.