

# Executive Director

## The Position

[Summit Search Group](#) has been retained by [Community Financial Counselling Services \(CFCS\)](#) on the recruitment of their next Executive Director. Community Financial Counselling Services (CFCS) is a trusted non-profit agency and a proud United Way partner, committed to enhancing financial well-being for Manitobans experiencing financial hardship. With a mission to provide accessible financial counselling, budget management, and financial literacy services, CFCS empowers individuals and families to achieve financial stability.

The organization follows a Financial Empowerment Model, offering vital programs such as tax preparation assistance, access to government benefits, and financial coaching for underserved populations. CFCS also plays a critical role in supporting individuals affected by problem gambling, assisting youth transitioning out of foster care, and implementing financial literacy initiatives in Family Resource Centers, Indigenous communities, and among newcomers. Through strong community partnerships and a dedicated team, CFCS strives to break cycles of financial insecurity and create lasting positive change for those in need.

Summit Search Group is seeking a visionary and strategic Executive Director to lead the organization in its mission to empower Manitobans facing financial challenges. This is a unique opportunity for a dynamic leader to drive impact by strengthening CFCS's programs, expanding community partnerships, and ensuring long-term financial sustainability. The Executive Director will work closely with the Board of Directors, staff, funders, and stakeholders to enhance services, advocate for financial empowerment, and foster an inclusive and collaborative organizational culture.

With a strong foundation in place, CFCS is looking for a leader who can build upon its success, innovate new strategies, and champion initiatives that provide life-changing support to individuals and families.

## Key Responsibilities

### Leadership & Strategic Direction

- Provide visionary leadership to advance CFCS's mission, ensuring programs align with the organization's values and community needs.
- Collaborate with the Board of Directors to develop and implement long-term strategic plans.
- Foster an inclusive and innovative workplace culture, encouraging continuous improvement and staff engagement.

### Financial Management & Fund Development:

- Oversee financial operations, budgeting, and forecasting, ensuring responsible management of resources.
- Work with the Finance Committee and Board to maintain financial sustainability and compliance with funding agreements.
- Identify and secure funding opportunities, including grants, sponsorships, and donor contributions.
- Lead fundraising initiatives, developing strategies to enhance financial stability and program growth.

**Board Relations and Governance:**

- Act as the primary liaison with the Board, providing updates on financial performance, program impact, and strategic initiatives.
- Support Board recruitment, orientation, and engagement in governance and policy development.
- Assist in organizing the Annual General Meeting, annual reporting, and governance documentation.

**Operations & Program Oversight:**

- Ensure the effective delivery of CFCS programs, evaluating impact and making improvements as needed.
- Oversee staffing, training, and human resources practices to maintain a strong and motivated team.
- Manage operational needs, including facilities, assets, and technology, to optimize service delivery.

**Community & Stakeholder Engagement:**

- Represent CFCS in public engagements, media, and advocacy efforts, strengthening the organization's presence.
- Build and maintain partnerships with government agencies, funders, community organizations, and corporate partners.
- Advocate for financial empowerment initiatives, ensuring CFCS remains a leader in financial literacy and community support.

**Qualifications:**

- 7+ years of leadership experience, preferably in the non-profit sector.
- Post-secondary education in Social Services, Non-Profit Administration, or related fields (or equivalent experience).
- Proven expertise in financial management, fundraising, and grant writing.
- Strong interpersonal skills with experience in stakeholder engagement.
- Demonstrated commitment to community impact and financial empowerment.

*For more information, or to submit your resume, please reach out to [Matt Erhard](mailto:matt.erhard@summitsearchgroup.com) at Summit Search Group, [matt.erhard@summitsearchgroup.com](mailto:matt.erhard@summitsearchgroup.com)*

*Summit Search Group has a strong commitment to Diversity, Equality and Inclusion. We strive for continuous development, modeling, inclusive behaviors and proactively managing bias throughout our process.*