

Executive Director

The Board of Directors of Snowflake Place is seeking an **Executive Director (ED)** with high level of professionalism, sensitivity and acumen, strong leadership ability, and superior interpersonal and public communication skills to lead the only Children and Youth Advocacy Centre in Manitoba. Snowflake Place is a charitable non-profit organization that offers a central service model for victims of child abuse.

Position Summary

Reporting to the Board of Directors, the ED is responsible for implementing the mission of Snowflake Place through day to day management, hiring, supervision and evaluation of centre's staff, strategic planning and direction, policy development and implementation, program development, funding development, agency promotion, interagency collaboration, and financial oversight of the annual operating budget. The ED is responsible for establishing and maintaining positive professional relationships with service provider agencies and organizations responsible for investigation and services related to child abuse cases throughout Manitoba.

This position is privy to extremely sensitive and confidential information and situations and is required to maintain confidentiality and exercise exceptional diplomacy and discretion at all times.

The Opportunity:

Located in Winnipeg and reporting directly to Snowflake Place's Board of Directors, the ED is the principal spokesperson and representative for Snowflake, providing leadership and direction for all strategic, operating and programming functions. The Board is seeking an ED to lead the implementation of Board policy, provide vision and support, work collaboratively with The Board, and develop effective work relationships, enthusiasm and commitment amongst numerous partner and stakeholder groups.

Responsibilities include:

- Provide leadership and accountability for core functions including strategic planning, program oversight, service delivery, fund development, operational management, financial management, human resources, government relations, and stakeholder relations;
- Engage with government officials and donors to maintain adequate funding levels;
- Plan, develop and implement strategies to generate new revenue and enhance current funding;
- Seek opportunities to increase public awareness of Snowflake Place and routinely engage in public relations activities to inform the community about the centre and its work;
- Ensure an open operating environment including accountability for compliance with Board policies, mission, relevant by-laws, legislation/regulations; and
- Proactively identify programs and partnerships that will enhance services for children and youth as well as advance the goals of the Province in its effort to support children and youth who have faced significant life challenges.

Selection Criteria include:

- Undergraduate (Bachelors) degree in Business Administration, or equivalent. Relevant Master's Degree is preferred;
- Minimum of 5 years' experience in a senior leadership role, with experience in fundraising, preferably in Public Administration, Justice or Social Services;
- Operations management experience inclusive of quality and continuous improvement, planning, administration, staffing, supervision, budgeting and reporting;
- Experience working with or in a non-profit organization;
- Ability to work with a Board of Directors to develop and implement strategic vision and long-range organizational planning;
- Senior management experience and demonstrated ability to confidentially manage intense relationships with diplomacy and tact;
- Demonstrated ability to build effective work relationships as well as partnerships with external individuals and organizations;
- Experience in fundraising is a critical asset;
- Experience working with marginalized, vulnerable populations;
- Experience within child welfare system would be an asset;
- Skills to modernize business practices while maintaining the organization's mission and values;
- Computer literacy; and
- Ability to pass Criminal Record and Abuse Registry Checks.

Exceptional opportunity for a leader to make an impact!

*Individuals interested please forward a resume and cover letter in confidence to **Sonia Sharma** at sonia@harrisleadership.com quoting project #19104*