



West-Can HR Solutions are recruiting an Executive Director for Westman Immigrant Services in Brandon, MB.

Executive Director

The Executive Director is responsible for the successful leadership and management of Westman Immigrant Services according to the strategic direction set by the Board of Directors and per funding agreements from governmental organizations.

Job Responsibilities

- Acts as a professional advisor to the Board of Directors on all aspects of the organization's activities
- Fosters effective teamwork between the Board and the Executive Director, and between the Executive Director and staff
- Manages the Federal Government funding reporting process in detail, ensuring all expectations are met
- Actively researches a variety of other funding opportunities, prepares grant applications and cultivates partnerships to leverage funding, resulting in diversified revenue streams for the organization
- Thinks strategically by assessing options and actions based on trends and conditions in the environment, and the vision and values of the organization
- Represents Westman Immigrant Services at community activities to enhance community profile
- Ensures the operation of the organization meets the expectations of our clients, the Board and the funders
- Oversees the efficient and effective day-to-day operation of the organization
- Drafts policies for the approval of the Board and prepares procedures to implement the organizational policies
- Oversees the planning, implementation and evaluation of the organization's programs and services
- Focuses on client needs and anticipates, understands, and responds to the needs of internal and external clients to meet or exceed their expectations within organizational parameters
- Develops strategies to move the organization forward that includes seeking out new opportunities, setting goals, creating and implementing action plans, and evaluating the process and results
- Oversees the implementation of the human resources policies, procedures, and practices
- Establishes a positive, healthy & safe work environment following appropriate legislation and regulations
- Oversees the process of submitting a response to the Call for Proposal funding process with Immigration, Refugee and Citizenship Canada
- Provides the Board with comprehensive, regular reports on the revenues and expenditures
- Establishes good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve goals
- Identifies and evaluates the risks to the organization's people (clients, staff, volunteers), property, finances, goodwill, image and implements measures to control risk

Professional Competencies, Knowledge, Skills and Abilities

- Leads with transparency and integrity, coaching, mentoring, and collaborating with all staff
- Strong Finance, project management, HR, accountability, and problem-solving skillsets
- Knowledge of fundraising strategies and donor relations unique to not-for-profit sector
- Demonstrates a willingness to be flexible, versatile, and/or tolerant in a changing work environment while maintaining effectiveness and efficiency
- Knowledge of leadership and management principles as they relate to non-profit/ voluntary organizations
- Knowledge of all federal and provincial legislation applicable to voluntary sector organizations including employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage
- Knowledge of current community challenges and opportunities relating to the mission of the organization
- Post-secondary education as it relates to the not-for-profit sector
- Five or more years in a senior not-for-profit and/or management role
- Demonstrate ethical behavior and sound business practices

For a full job description or to apply for this opportunity please contact West-Can HR Solutions at info@wchrs.com or (204) 727-0008.