

Executive Director

The Position:

[Summit Search Group](#) is proud to partner with [1Just City](#) to recruit their new Executive Director. 1JustCity is an organization founded to strengthen and sustain social justice work in Winnipeg. They support three drop-in community centres in three core neighbourhoods: West Broadway, the West End, and Osborne Village. Their services include daily meals, senior's programs, laundry, showers, art, Indigenous programming, health-care support, seasonal clothing, and more. During the winter months, they operate an overnight warming shelter, Just a Warm Sleep, at the Osborne Village location.

Reporting to the Board of Directors, the Executive Director will oversee all aspects of the organization including General Leadership, Operational Planning, Program Planning, Human Resources Planning, Financial Planning, Community Relations/Advocacy, Risk Management, and Communications. The Executive Director will effectively act as the CEO of the organization and is an ex-officio non-voting member of the Board.

Key Responsibilities:

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization.
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization.
- Develop an operational (fundraising and communications) plan which supports the strategic direction of the organization.
- Oversee the planning, implementation and evaluation of the organization's programs and services.
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board.
- Support the reconciliation and Indigenous cultural work of the organization.
- Determine staffing requirements for organizational management and program delivery.
- Oversee the implementation of the human resources policies, procedures and practices including the development of job description for all staff.
- Work with the Treasurer and senior staff to prepare a comprehensive budget.
- Work with the Board to secure adequate funding for the operation of the organization.

Qualifications:

- Post-secondary education and additional Leadership Training.
- 3+ years' experience working in a Senior Leadership position; non-profit considered an asset.
- Task oriented and strong organizational skills with the ability to work independently and as part of a team.
- Demonstrated ability to provide leadership to a diverse group of people.

To receive the full job description, or to submit your resume, please reach out to [Matt Erhard](#) at Summit Search Group, matt.erhard@summitsearchgroup.com

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