

**St. James-Assiniboia 55+ Centre Job Opportunity**

**Executive Director**

**REPOST**

Job Type: Full time (1.0 EFT), permanent position

Hours: Primarily Days Monday through Friday 8:30 a.m. – 4:00 p.m.

Location: St. James – Winnipeg, MB

Posting Date: July 22nd, 2021

Closing Date: August 4th, 2021

**Organizational Overview:** The St. James‐Assiniboia 55+ Centre is a non-profit, charitable organization. Our mission is to encourage older adults to improve their quality of life by providing educational, recreational, health and social opportunities. We offer over 800 members a variety of programs and services with the help of over 200 volunteers. To find out more about the Centre, please visit our website at [www.stjamescentre.com](http://www.stjamescentre.com)

**Position Overview:**

Reporting to the Board of Directors, the Executive Director is the Chief Executive Officer of the St. James Assiniboia 55+ Centre. The Executive Director provides leadership to the organization to ensure effective and efficient delivery of quality programs and services that promote active living for older adults in the catchment area. The Executive Director is responsible for the organization’s consistent achievement of its mission and financial objectives and provides leadership, planning and directing the operations and resources of the Centre. The Executive Director is responsible for motivating performance and creating a culture that attracts and retains talent.

**Qualifications:**

* Bachelor’s degree in Business, Recreation Management, Social Work, non-profit management, or a related field.
* Knowledge of recreation systems and support services to seniors programs.
* Minimum three years’ experience providing direct supervision and managing performance of staff.
* Excellent technical skills required to provide direction to staff e.g. Outlook, Word, PowerPoint, and Excel.
* Strong comfort level with social media, cloud storage (eg. Google drive), membership and donor databases.
* Strong presentation and leadership skills.
* Negotiation and conflict resolution skills.
* Ability to maintain confidentiality.
* Excellent stress management skills with ability to manage multiple assignments and issues within a fast-paced environment.
* Demonstrated ability to organize, prioritize, analyze, problem-solve and apply knowledge and decision-making skills.
* Excellent verbal and written communication skills.
* Excellent time management skills.
* Demonstrated success in attaining grant funds and implementing fundraising campaigns and strategies.
* Strong financial management skills, including experience in developing and monitoring the budget and monthly financial statements, completing Canada Revenue Agency returns.

**Compensation:**

The Salary for this position starts at $50,000 with 4 weeks of holidays. The Centre offers a competitive compensation and benefits package for the Executive Director position, in accordance with the organization’s policy and commensurate with qualifications and experience.

**Application Instructions:**

Please submit a cover letter and resume which clearly states how you meet qualifications stated above **by 3:00 p.m. Wednesday, August 4th, 2021** to:

ED Selection Committee

E‐mail: marrobins5212@gmail.com

Please indicate the job title in the subject line.

We sincerely appreciate the interest of all applicants. Individuals selected for an interview will be contacted.