

Job Posting for General Council of Winnipeg Community Centres (GCWCC)

GCWCC's primary purpose is to function as the central resource for all City of Winnipeg Community Centres and to facilitate cooperation and communication among the volunteer boards, and between the Community Centres and City administration.

As a member of this team, you will help guide the not-for-profit organization's future while working closely with members of Community Centre boards, other volunteer organizations

Executive Director

Job Profile

Be a part of the exciting future of Community Centres in the City of Winnipeg. We are looking for our next Executive Director to lead and influence our organization and its membership towards a sustainable future, with guidance from the Board of Directors. You will foster a culture of positive organizational change and innovation. You are an adaptive leader with the ability to work in a changing environment that requires strategic thinking and strong management skills.

You offer forward-thinking solutions and are agile and able to respond quickly to the needs of the Community Centres. You are committed to strong leadership and embrace challenges and implement change to help improve the sustainability of programs and the ever- changing needs in communities.

Conditions of Employment:

- Must be legally entitled to work in Canada
- Must provide and maintain a satisfactory Criminal Record Check.
- Must have the ability to work evenings and weekends as required.

Duties – Overview

Reporting to the Board of Directors, the Executive Director provides senior leadership to the staff at GCWCC and all aspects of its operations, including strategic planning, establishing business goals, overseeing and streamlining daily operations, financial management, human resources, communications, and public relations. The Executive Director will work collaboratively with the City of Winnipeg administration, and will provide regular updates to the Board Executive and City Council. The Executive Director will aid our organization in promoting our mission and vision, maintaining positive relationships with internal and external stakeholders, and achieving organizational goals.

The ideal candidate must possess a strong entrepreneurial drive, outstanding communication skills, strong leadership qualities, and good planning and organizational skills. The exceptional Executive Director should streamline our organizational operations, effectively and efficiently

direct operational budgets, direct our business strategy, and enhance relations with the media, external stakeholders, staff, and surrounding communities.

Qualifications:

- A minimum of 5 years senior leadership experience including experience in a not-for-profit organization.
- Post-secondary education related to Business Administration or equivalent experience.
- Excellent leadership and management skills; the ability to lead and mentor.
- Experience working with a Board of Directors and knowledge of governance practices and standards.
- Experience with human resources management and project management best practices.
- Knowledge and understanding of the City of Winnipeg Community Centre structure.
- Knowledge of all federal and provincial legislation applicable to volunteer sector organizations including employment standards, human rights, occupational health, and safety.
- A high level of emotional intelligence and interpersonal skills, and the ability to build effective relationships with community members and agencies, staff, media, and other stakeholders.
- Honesty and commitment to integrity, transparency, and sharing of information to build trust and empower others.
- Forward-thinking and strategic, with the ability to adjust to ever-changing organizational needs and competing priorities.
- Strong communication skills, both verbal and written, and excellent public speaking skills.
- Superior planning, administrative, research, and organization skills.
- Computer skills with advanced proficiency in Microsoft Office suite.
- Knowledge of Sage Accounting system is an asset.
- Bilingualism (English and French) is an asset.

How to Apply:

If this exciting opportunity interests you, please send your resume and cover letter attention: Board President, General Council of Winnipeg Community Centre by email:

president@gcwcc.mb.ca

Closing date is Wednesday January 13th, 2021