

Executive Director



Job Description

The Executive Director is responsible for the management of Chimo Helpline. This includes overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach.

General Responsibilities

- Work with the board in order to fulfill the organization mission.
- Develop resources sufficient to ensure the financial health of the organization.
- Ensures that the mission is fulfilled through programs, strategic planning and community outreach.
- Responsible for the hiring and retention of competent, qualified staff and volunteers.
- Oversee and plan marketing initiative for organization to increase public awareness of Chimo in the community

Qualifications

- Bilingual in French and English
- A bachelor's degree or college diploma
- Three or more years' senior nonprofit management experience
- Critical thinking and planning
- Demonstrated ability to oversee and collaborate with team members
- Ability to generate new revenue streams and improve financial results
- Active fundraising experience
- Previous success in establishing relationships with individuals and organizations, partner agencies and volunteers
- Solid organizational abilities, including planning, delegating, program development and task facilitation
- Strong financial management skills, including budget preparation, analysis, decision making and reporting
- Good communication and presentation skills
- Caring, empathetic and compassionate attitude
- Ability to work flexible hours, provide after-hour support to the team
- Candidate must be willing to get a criminal background and social development check

- Certificate in ASIST is an asset
- Crisis management is an asset

Position Available: 1

Compensation: Competitive; Based on experience & qualifications

Hours: 40 per week; flexibility (as needed basis) for evening and weekends

Benefits: yes

Position Type: Full-Time, Permanent

Closing Date: November 8, 2020

Please direct resumes to: fundraising@chimohelpline.ca