

## **Job Posting for Immediate Release**

### **Full-time Position: Director of Operations**

CMWI is a direct-service Family Resource Centre, serving its community through a variety of programs that cater to the needs of long-time residents, new immigrants and refugees.

#### **Position Overview:**

*The Director is a self-motivated individual with management experience and with the ability and perseverance to lead a diverse and dynamic multicultural Family Resource Centre. The Director is accountable to the Board of Directors for the overall management of CMWI's planning and development, personnel, public relations, and program coordination. This is a unique, challenging, and rewarding opportunity for an individual wanting to make a real and immediate difference in the lives of newcomers to Winnipeg.*

The objectives of the Director of Operations are:

- to move CMWI toward greater organizational stability
- to build capacity through staff development, increasing the staff complement, and developing volunteers
- to seek-out, apply for, and oversee the successful completion of programming and other grants and funding
- to oversee programming activities that enhance the safety, health, and economic and educational opportunities for the community
- to work with and be responsible to an active Board to meet and promote the organizational mandate

The Director is responsible for the financial management by:

- working with funders to secure long-term funding
- ensuring the financial viability of the organization by writing proposals and developing the budget in accordance with the sustainability plan and with respect to the organizational goals
- ensuring that grant and funding requirements are met, including ensuring reporting to funders is accurate, complete, and timely
- manage contribution agreements and ensuring financial and written reports are completed within deadlines to meet funding requirements
- overseeing the implementation of programs and projects within their goals, budgets, and other requirements

The Director is responsible for human resources planning and management through:

- ensuring personnel policies and procedures are followed
- routinely developing and evaluating the performance of personnel according to their job descriptions
- supporting staff through on-going supervision and mentoring
- working with staff to continuously improve organizational efficiencies, cooperation, and communication

The Director is responsible for community relations through:

- developing and maintaining networks and partnerships with multiple community partners and funding agencies
- liaising with other community organizations with similar mandates



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### **Qualifications and experience:**

The successful applicant must possess the following educational qualifications, skills and experience.

- post-secondary education in a relevant field
- experience and success with proposal writing
- excellent written and verbal communication skills
- a strong command of oral and written English
- excellent organizational skills and the ability to work effectively within stringent time requirements
- exceptional interpersonal, conflict resolution, problem solving, and relationship building skills in a multi-cultural setting
- experience working in a dynamic and very busy non-profit environment
- experience with and the exceptional ability to work with individuals and families from diverse backgrounds to resolve challenges
- the aptitude to manage a diverse staff with varying levels of professional experience
- experience/certification in using microcomputer applications including Word, Excel, PowerPoint, Outlook, Facebook, Twitter, Instagram

Employment Equity is a factor in this position; applicants should indicate if they are a woman, from a visible minority group, are Indigenous, or have a disability.

Apply by sending your application to [contact@cmwi.ca](mailto:contact@cmwi.ca) immediately.

***We thank all who apply and advise that only those selected for an interview will be contacted. Applicants must clearly indicate how they meet the qualifications in the cover letter and résumé. The successful candidate will be required to clear Police Information Check and Police Vulnerable Sector Check.***