

Employment Opportunity - ACOMI Executive Director

Position Title: Executive Director

Reports To: Board of Directors

ABOUT ACOMI

The African Communities of Manitoba Inc. (ACOMI) is a growing organization whose aim is to build a more vibrant, engaged and sustainable African Canadian presence across Manitoba. For the past 20 years, ACOMI has contributed to developing Manitoba's culturally rich and economically prosperous, socially inclusive society by bringing programming and events to the community that help to advance community unity and prosperity.

As we move into our next decade, ACOMI is looking to grow its operational capacity through the addition of an Executive Director who will carry out and promote programs, projects and activities for the encouragement, support and advancement of the African Community in Manitoba, including the preservation and promotion of its unique culture and human heritage.

ABOUT THE CANDIDATE

As Executive Director (ED), you are passionate about the community and supporting people of diverse ethnic, socio-economic, and age demographics. You have an affinity for fundraising and working with people. You have demonstrated ability to lead teams of people, set and follow strategic directions for the organization, and to take initiative on new projects. As ED, you are confident in working with the ACOMI Board, funders, and partners in ensuring that ACOMI is meeting its objective and developing and implementing sustainable practices. As ED, you believe in collaboration, taking on challenges, innovation, and increased success for the organization and the broader community. With ACOMI, you look forward to bridging cultures and connecting generations of Manitobans today and in the future.

MAJOR RESPONSIBILITIES

- Day-to-day operation of the organization including, the administration, financial management, and human resources management of ACOMI
- Facilitate successful development and implementation of the ACOMI strategic plan
- Develop and managing new initiatives and enhancing, strengthening and managing existing programs
- Ensure the safety, management, and engagement of staff, clients, and volunteers
- Work with the Board and staff in developing and implementing strategies and policies consistent with the mission of ACOMI
- Develop and increase the fundraising opportunities and funding available to ACOMI

KEY RESPONSIBILITIES & DUTIES

1. Leadership and Management (25%)

- Develop organizational priorities in collaboration with the ACOMI Board
- Identify and mitigate organizational risk and foster opportunities to improve service outcomes
- Ensure that ACOMI's operations meet the expectations of its Board, grass root organizations, clients, funders and stakeholders
- Draft ACOMI's organizational policies for ACOMI Board review and approval; develop procedures to implement policies and recommend changes to the ACOMI Board as appropriate
- Ensure the development and training of staff on programs, policies and procedures, and individual roles
- Implement ACOMI HR policies, creating a culture of transparency and communication with ACOMI staff, member groups, and partners
- Ensure ACOMI's commitment to and compliance with all applicable laws and regulations across the organization

2. Financial Planning and Management (25%)

- Work closely with ACOMI staff and Board to prepare a comprehensive annual budget
- Work with ACOMI staff and Board to secure adequate operational funding
- Research funding resources, oversee funding development and fundraising plans, writing funding proposals to increase and diversify ACOMI's funding sources
- Manage and administer ACOMI's finances according to the approved budget and monitor all monthly cash flow
- Manage the efficient and effective use of ACOMI resources

3. Organizational Operations (15%)

- Prepare and negotiate contracts and agreements on behalf of ACOMI as directed by the Board.
- Develop and manage annual capital and maintenance plans to ensure that property is maintained in a state of good repair
- Ensure that ACOMI, its staff, and volunteers are in compliance with all applicable laws, standards, and regulations, including the maintenance of the charitable number and registration with the Companies Office
- Liaise and develop effective relationships with funding sources and regulatory bodies and ensure the submission of required reports and contract timelines are met

4. Community Relations, Outreach and Advocacy (15%)

- Develop sustained open relationships with stakeholders, effectively communicating ACOMI's mission, vision, values, programs, and activities
- Represent ACOMI in relevant community activities
- Maintain a positive image and relationship with local, municipal, provincial and federal agencies and their representatives
- Advocate in a non-partisan manner for ACOMI's clients and organizational needs

5. Human Resources Management (10%)

- Identify ACOMI staffing requirements and service delivery standards
- Recruit, interview, and select qualified ACOMI staff that have the right technical and personal abilities to help further ACOMI's mission
- Implement performance management procedures for all ACOMI staff

6. Board Governance (10%)

- Engage with and provide support to the ACOMI Board by providing supporting material and operational updates in a timely manner
- Communicate effectively with the ACOMI Board in a timely and accurate manner, with all necessary information for the ACOMI Board to make informed decisions
- Develop and implement the strategic plans together with the ACOMI Board and staff
- Develop and recommend relevant policies with the ACOMI Board
- Plan, prepare reports for and attend ACOMI Annual General Meetings

QUALIFICATIONS

The Executive Director is committed to ACOMI's mission, has proven leadership abilities, management skills, coaching, and organizational relationship experience.

EDUCATION AND EXPERIENCE

- University Degree in related field
- Five or more years of senior management experience, international education or an equivalent combination of relevant education and management experience
- Five or more years working or volunteering with a non-profit organization.
- Five or more years in a management role in a non-profit organization
- Budget management skills, including budget preparation, analysis, decision making, and reporting
- Knowledge of fundraising strategies and donor relations unique to the non-profit sector
- Strong organizational abilities including planning, delegating, program management and task facilitation
- Excellent interpersonal communication and presentation skills
- Outstanding analytical, problem solving abilities, and record keeping
- Past experience working with Board of Directors with the ability to foster new relationships
- Experience and ability to engage with a wide range of stakeholders
- Persuasive and passionate communicator with excellent interpersonal communication skills
- Action oriented, innovative, and experience in multidisciplinary project management

This is a part-time, 20 hours a week, contract position with the possibility of an extension to a full-time position. ACOMI is an equal employer; please indicate in your cover letter if you identify as a member of an employment equity group (i.e. women, person of African heritage, minority, person living with a disability, person of color).

If you are interested and meet the qualifications of this position please forward your resume and cover letter to executive.director@acomi.ca by February 28th 2019.

We thank all candidates for submitting their application and for their interest, only those selected for an interview will be contacted.