



JOB POSTING

POSITION	Executive Director
REPORTS TO	Board of Directors
LOCATION	Vancouver, BC

ABOUT MOUNT PLEASANT FAMILY CENTRE SOCIETY

At the Mount Pleasant Family Centre Society (**MPFCS**), our mission is truly brought to life through our people. We are a committed team who are passionate about building important connections to community and care through the two main programs we offer: Mount Pleasant Family Centre Drop-in and Circles of Care & Connection Early Years Refugee program. We live our values and lead to our vision to truly impact the families we support, helping them learn, share, connect, and grow.

ABOUT THE OPPORTUNITY

As the senior leader of the MPFCS, the Executive Director is integral to the overall leadership and guidance of the Society. Reporting to the Board of Directors, the Executive Director is responsible for shaping and implementing the strategic and operational plans of MPFCS and nurturing and maintaining stakeholder relationships. The Executive Director is responsible for the day-to-day operations of the Society, working collaboratively with MPFCS leaders and team members to bring family resource programming, child development and parent support programs to our community.

RESPONSIBILITIES

Our Executive Director inspires, leads and collaborates with our highly dedicated and engaged team to support the following responsibilities:

Governance and Operations

- Participates with the Board of Directors in nurturing the vision and creating the strategic plans to guide the organization.
- Develops and implements an operational plan incorporating the strategic goals and objectives of the organization.
- Identifies, assesses, and informs the Board of Directors of internal and external opportunities and issues that affect the organization.
- Oversees the efficient and effective day-to-day operations of the organization.
- Fosters effective collaboration and teamwork between the Board and the Executive Director and between the Executive Director and staff.
- Develops a comprehensive annual budget in collaboration with the Board / Treasurer
- Attends and reports at Board of Directors meetings and Professional Advisory Committee meetings, assists in the orientation of new Board members, coordinates the AGM.
- Represents the organization at community activities to enhance the organization's community profile when appropriate.
- Establishes good working relationships and collaborative arrangements with community groups, funders, government, advocacy groups, and other organizations to help achieve the goals of the organization.

Regulatory Functions

- Ensures that the MPFCS meets all legal requirements.



- Ensures that reporting and records for the Society Act of BC and the Corporate Registry are maintained.
- Maintains communication with the Board on contact with funders.
- Recognizes, and where necessary documents, and takes action in the case of illness, accidents and abuse.

Programs Management

- Ensures that the programs and services offered by the organization contribute to the organization's vision, strategic goals and purposes, in collaboration with the Board.
- Monitors delivery of the programs and services of the organization to maintain or improve quality.
- Collaborates with Program Managers to evaluate programs and recommend adjustments as necessary, and create new program offerings as needs evolve
- Overall management of staff and volunteers.

Leadership & Human Resources

- Provides senior leadership of MPFCS employees including facilitating meetings and information distribution, staff development, and coaching.
- Oversees the implementation of the human resources policies, procedures and practices, including the recruiting, interviewing and selection of staff capable of furthering the organization's mission.
- Establishes a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations.
- Completes annual performance reviews in collaboration with staff.
- Ensures sound practices of recording and reporting staff accruals (vacations/sick).
- Ensures adoption of Administration, Finance, and HR best practices including confidentiality, privacy and security.

Fundraising

- Develops and implements an annual fundraising plan and identifies strategic fund development opportunities.
- Researches funding sources, and writes & submits funding proposals (including the annual BC Gaming Community Grant) to increase the funds of the organization
- Designs, develops and implements annual fundraising events and other activities.
- Actively seeks new revenue sources and creates a culture of philanthropy.
- Nurtures and manages relationships with sponsors and donors.
- Communicates with stakeholders to build relationships that foster the success of the Society.
- Engages with members, donors and funders to keep them informed of the work of the organization and to identify changes in the community served by the organization.
- Ensures accurate records are being maintained to track and report on fundraising activities

Five Vancouver Family Place Partnership

- Administers and manages many aspects of the partnership, as MPFCS is the lead agency for key contracts of this Partnership.
- Represents partnership in relevant meetings (community tables, contract management reviews, regional meetings).
- Supports sub-contractors as required - mentoring, advocacy, information sharing.



- In collaboration with other family place Executive Directors, stays current with trends (funding possibilities, coordinating partnership grant applications).
- Maintains awareness of, and promotes, opportunities for the Family Places Partnership to work with the Early Childhood Development (ECD) / Family Resource Program (FRP) communities locally, regionally and provincially.

SKILLS & QUALIFICATIONS

- 5+ years of progressive management experience in a non-profit organization.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Past success working effectively with a Board of Directors.
- Experience writing and submitting successful grant applications.
- Experience using CRM databases.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- High degree of confidentiality and professionalism.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
- Proficient in MS Office.

COMPENSATION & BENEFITS

- Competitive salary based on experience
- Extended healthcare benefits
- Eligibility for participation in our RRSP matching program
- Rewarding, purpose-driven work that is truly impactful for our community!

How to Apply: Please send resumes / inquiries to emily@hrwest.ca. We thank all candidates for their interest, however, only select individuals will be contacted.

MPFCS is committed to building and maintaining an inclusive work environment that reflects the diversity of the communities we serve. We encourage applications from all qualified candidates and equity seeking groups, including from racialized persons/persons of colour, Indigenous persons, women, and persons with disabilities.

For more information, please visit: [About Us | mpfamilycentre](#)