

Mill Woods Seniors Association is a non-profit organization that provides programs and services to seniors 55 years and older to keep them active and engaged in the community.

**Position:** The Executive Director is a salaried employee with permanent, full-time status.

Reporting to the Board of Directors, the Executive Director supervises a staff of seven full time positions and provides leadership to members, staff and volunteers.

**Duties:**

- Oversee day-to-day operations of the Association, including programs, services, projects and special events
- Manage, supervise and support Association staff and volunteers
- Develop the Association's budget and provide financial reports to the Board
- Oversee and direct general fundraising activities and grant applications
- Prepare and present monthly and annual reports on Association programs and services
- Implement major goals and objectives of the Association in accordance with policy
- Manage human resources matters, including hiring and evaluating all staff personnel
- Liaise with membership, community agencies, funders and government departments
- Promote the Association and its Vision, Mission and Values within the community
- Promote Association programs and services to the public and the media

**Qualifications:**

- Post-secondary certification in a related field
- Minimum five years' experience to manage a diverse group of staff and volunteers
- Competent to work with a governance board
- Demonstrated success in fund raising, networking and operations development
- Proficiency in Microsoft Office (Word, Excel and PowerPoint) required
- Experience working with not-for-profit and seniors' organizations
- Proven track record of building partnerships and collaboration with other organizations
- Excellent communication and presentation skills

**Salary:** Commensurate with qualifications and experience. Vacation and a benefits package is included.

**Deadline for submitting applications:** February 18, 2020

**Please submit applications via email to:** [secretary@mwsac.ca](mailto:secretary@mwsac.ca)

We thank all applicants for their interest; however, only those selected for interview will be contacted.