



Active Aging in Manitoba (AAIM)

Position Announcement – Executive Director

Date Posted: August 31, 2020

Target Start Date: November 23, 2020

Title: Executive Director

Employment: Full-time employment

Salary: \$45,000 - \$55,000 per year

Location: Wellness Institute at Seven Oaks General Hospital, 1075 Leila Avenue, Winnipeg, Manitoba

Application Deadline: Friday, September 18, 2020

Active Aging in Manitoba (AAIM) is a provincial non-profit organization, dedicated to the promotion of active aging opportunities for all older Manitobans to enhance their health, mobility and ongoing participation in their community. AAIM strives for engagement of older Manitobans in healthy choices and behaviours that contribute physical, social and mental wellness, independence and quality of life. AAIM promotes programs that enable older Manitobans to stay socially connected, participate in regular physical activity, eat healthy foods and reduce risk for falls and injury.

Manitobans are living longer; it is estimated that by 2031, 25% of the Manitoba population will be 65 years of age or older. Active Aging in Manitoba is emphasizing choices and behaviours, which contribute to healthy life expectancy (years of life in good health). AAIM promotes and provides programs and services that encourage older Manitobans to be participants through peer volunteer leadership development, awareness and education on healthy aging topics and management of the annual Manitoba 55+ Games sport for life program. AAIM is also a collaborative partner in a 5-year collective impact project that strives to improve social engagement opportunities for older adults.

Position Overview

Active Aging in Manitoba seeks an experienced dynamic professional to serve as Executive Director. Reporting to the AAIM Board of Directors, the Executive Director will have overall strategic and operational responsibility for AAIM administration, programs and execution of its mission. The Executive Director must be a strong team-oriented leader prepared to collaborate with staff, volunteers and organizational partners to promote active aging among individuals, organizations and decision-makers. Candidates must demonstrate fundraising success, persuasive public speaking and writing skills and an understanding of the advocacy and passion for the mission of Active Aging in Manitoba.

This position will include overall responsibility for strategic vision and success of AAIM programs, fundraising to sustain and grow the organization, overseeing staff performance and development and working with the Board, related committees and volunteers to maximize organizational reach and ensure accountability and fiscal responsibility. Salary will be commensurate with experience and qualifications.

(Revised at Aug 24, 2020)

Duties and Responsibilities

- **Board and Committee:** provides guidance and accountability to AAIM Board of Directors and Committees; enhances Board development, respects and ensures clarity of roles.
- **Finances:** ensures effective management of overall finances of AAIM, including day to day accounting, preparation of annual operating budget, financial reports and year end audit.
- **Staff management and Volunteer development:** provides clear guidance and oversight for any and all staff, as well as, identification, training and development of appropriate volunteers.
- **Program Development and Implementation:** ensures the development and implementation of the program and activities required to enhance and accomplish AAIM's Vision and Mission: this includes any/all special event activity.
- **Partnership development:** identifies opportunities for primary and secondary partnerships, as well as develops and strengthens the ongoing growth of existing collaborative partnerships.
- **Relationship building:** identifies current and future key relationships in the community required to enhance AAIM's Mission, and continues to build those relationships.
- **Marketing and Communications:** ensures the protection and integrity of a positive profile and public image of AAIM, as well as, the development of resource based activities (i.e. sponsorships, special project development, etc.) with key stakeholders, partners and target population.
- **Strategic planner:** identifies and implements activity in the strategic best interests of AAIM; as well as outlines and advises the AAIM Board in long range strategic directions.
- **Effective evaluator:** applies effective evaluation tools and process for all programs and activities pertinent to success of AAIM's operations.
- **Advocate:** effectively represents AAIM and acts as public spokesperson for the Mission, Aims and Objectives of the organization.

Preferred Skill Sets/Competencies of Executive Director include:

- Strategic thinker: demonstrates ability to analyze the current environment, forecast challenges & opportunities and guide strategic planning directly linked to the Mission of AAIM.
- Effective communicator: both verbally and in writing - capable of presenting the values and mission of AAIM to healthy aging stakeholders and the broader public.
- Collaborator and builder of relationships: demonstrates ability to seek and foster collaborative relationships that contribute to AAIM's mission.
- Knowledge, appreciation and understanding of the volunteer sector and how to effectively engage older adults.
- Knowledge of standard financial management and controls for a non-profit organization.

Leadership competencies:

- Strong leader who can motivate employees and volunteers and inspire the community to support the organization's work.
- Decision maker: who can make good decisions using analysis, wisdom, experience and judgment in the best interests of AAIM.
- Entrepreneurial in spirit, ability to leverage resources /people.
- Delegator: who can entrust and transfer authority and responsibility to others to achieve positive results for AAIM.
- Self aware and knowledgeable of roles and responsibilities.
- Change manager: who adapts to new and challenging situations and can make critical decisions in a changing environment.
- An active listener, a motivator/coach.
- An initiator of ideas, systems and methods.
- Proven management skills relating to programs, human resources and financial accountability.
- Effective time management, able to meet deadlines.
- Passion for working with older adults and contributing to healthy aging for all Manitobans.
- Proficiency in use of computers including Microsoft Office suite (Word, Excel, PowerPoint, Outlook and Publisher) and internet navigation.
- Basic working knowledge in QuickBooks accounting software.

Education/Knowledge/Experience

- Post-secondary degree in a related field of health and wellness is required.
- Prior experience working with older adults would be an asset.
- Fund development and sustainability planning experience would be an asset.

How to apply

If you feel you are a qualified candidate please submit a cover letter (no more than 2 pages) and resumé (no more than 2 pages) to: AAIM Selection & Hiring Committee,

- **By email:** info@activeagingmb.ca (applications will be accepted up to 5:00 p.m. Central Time Zone, Friday, September 18, 2020).

or

- **By mail:** (postmarked by September 18, 2020)
AAIM Selection & Hiring Committee
1075 Leila Avenue
Winnipeg, Manitoba R2P 2W7

Applicants, who are invited to an interview, will be asked to provide a criminal check and vulnerable person check, along with contact information for a minimum of three references. AAIM will reimburse the successful candidate for costs related to the criminal check and vulnerable person check.

(Revised at Aug 24, 2020)