

Manitoba Down Syndrome Society – Executive Director posting February 2023

The Manitoba Down Syndrome Society (MDSS) is a non-profit organization located in Winnipeg that works to offer support and social connections to Manitobans living with Down Syndrome and their families. Reporting to the Board of Directors, this inaugural Executive Director position is an exceptional opportunity for a dynamic leader with a vision for improved, responsive supports for our community.

With a focus on building effective partnerships, the Executive Director is responsible for overall management of the organization. In collaboration with the Board, the Executive Director will be expected to provide practical support and strategic leadership to MDSS in the areas of:

- Administration
- Communications
- Organizational Development
- Program Development (implementation, monitoring and evaluation)
- Volunteer Management
- Financial Management.

Required Qualifications

- A university degree in a relevant field, an equivalent combination of life/work experience may be considered
- Minimum of 5 years' experience in the non-profit sector, with at least 3 at a leadership level
- Excellent communication, management, supervisory and leadership skills
- Proficient in Office 365
- Detail oriented, good organization and time management
- Sensitive to the needs and concerns of individuals with Down Syndrome and their families
- Positive attitude and commitment to life-long learning
- Ability to adapt to change, accept interruptions, and solve problems creatively
- Ability to multi-task and work constructively with limited supervision
- Comfortable with public speaking and outreach and networking activities
- Strong communication skills in English (written and oral)
- Have significant knowledge of the opportunities and challenges for individuals living with disabilities in Manitoba

Desired Qualifications

- Experience managing a non-profit organization
- Proficient in Wordpress, SurveyMonkey, MailChimp
- Lived experience supporting an individual with Down Syndrome and their family
- Long-term commitment to community through volunteering and/or work history

Hours and Location of Work: This is a permanent, part-time position to a maximum of 20 hours per week with a combination of in-person and remote work. The successful applicant will be able to negotiate a schedule that meets the needs of both themselves and the board while serving our stakeholders. There will be some specific meetings and events that take place at different times (days/evenings/weekends) from time to time where attendance will be required.

Salary: \$30,000 - \$40,000 annually commensurate with previous experience

Benefits:

- Four weeks paid vacation annually.
- Professional development opportunities
- Paid sick and discretionary days
- Flexible work schedule and supportive working environment

Application Process:

All applicants must be legally entitled to work in Canada.

To apply please send your resume and cover letter to

MDSS Hiring Committee

204-825 Sherbrook Street

Winnipeg, MB R3A 1M5

Email: erin@manitobadownsyndromesociety.com

Fax: (204) 975 – 3027

Application review will begin after 9 AM on Monday, February 27, 2023 and will continue until a candidate is selected.

We encourage candidates with disabilities and lived experience to apply as well as candidates from diverse backgrounds. Accommodations will be provided upon request throughout the selection process. This document is available in other formats upon request. Contact the MDSS Office at (204) 992-2731 if you have a request.

We appreciate all who apply, however only applicants selected for an interview will be contacted.