

Fetal Alcohol Family Association of Manitoba Inc. (FAFAM)
Executive Director
Job Description

The Organization:

The Fetal Alcohol Family Association of Manitoba Inc (FAFAM) is a non-profit, registered charitable organization, which provides support to families raising children, youth and adults with Fetal Alcohol Spectrum Disorder (FASD).

Position Summary:

Reporting to the Board of Directors, the Executive Director is responsible for the overall leadership, planning, development, implementation and administration of programs and services consistent with the mission and strategic direction established by the Board of Directors of the Fetal Alcohol Family Association of Manitoba Inc. This position requires flexible hours and the personal use of a motor vehicle. Travel may be required.

Qualifications:

Post secondary diploma or degree in health or social sciences or related discipline. Equivalent education and experience may be considered.

Previous experience (1-2 years) working in a non-profit environment developing and delivering programs and workshops, networking with clients and/or other service providers, including interpreting financial statements, preparing grant proposals and conducting program evaluation.

Demonstrated excellent interpersonal, communication (oral and written), organizational, collaboration and analytical skills, including public speaking and workshop delivery.

Proficiency in application computer technology, including, Word, Excel, PowerPoint, Outlook and QuickBooks or other similar accounting software is required.

Experience developing newsletter using applications such as publisher would be considered an asset.

Experience/education related to fetal alcohol affected families would be considered an asset

Areas of responsibility:

I. Program Planning: Responsible for working collaboratively with Board members and the community to develop and implement relevant programs consistent with the strategic direction of the Family Association.

II. Administration: Responsible for the day-to-day operations of the Association within the confines of the budget and policies and procedures adopted by the Board of Directors, including financial management, appropriate record keeping, retail sales and distribution of resources. Also responsible for responding to inquiries from the public, collaterals, and members, including referrals to appropriate services as required.

III. Community Networking: Responsible for networking with families and the community through various methods in a positive manner through professional conduct in order to nurture support and awareness of the Association, including, but not limited to:

- Liaising with other service providers to inform the work of the Family Association (FAFAM)
- Partnering with other FASD and community groups to promote and host FASD family events which assist family networking and support.
- Preparation, publishing and distribution of the FAFAM newsletter three times per year;
- Development and maintenance of FAFAM website;
- Active participation in activities and committees addressing the issues of FASD;
- Planning family events which assist family networking and support either through FAFAM or in partnership with other FASD Organizations or community groups, when possible;
- Representing FAFAM Board members at various levels of government;
- Developing and planning opportunities to enhance and promote family and service provider networking.

IV. Education/Workshops: Responsible for the coordination of parent information series. Responsible for coordinating requests for workshops and developing and delivering relevant workshops to parents and community as requested and keeping abreast of current FASD research to inform this education.

V. Financial: In collaboration with the Treasurer, responsible for the annual budget cycle and project budgets as required. Responsible to ensure appropriate financial procedures are in place for accounts payable, payroll and banking. Responsible for reporting to and liaising with all funders whenever and wherever relevant. Responsible for seeking out and applying for potential funding and grant opportunities, whenever and wherever possible.

VI. Support/Advocacy: Responsible for developing and maintaining collaborative and collegial relationships with the Association's families including identifying their service needs and assisting families to develop ability to advocate for the provision of recognized service needs using a range of appropriate strategies to reach a broad spectrum of families. Assist families to develop ability to advocate for children participating in various systems (e.g. child welfare, school/day care). Develop and ensure delivery of support groups and education events; gather feedback from participants as part of the overall evaluation of education events.

VII. Special Projects: Responsible to collaborate with the Board of Directors to identify areas for program development requiring special projects; oversee the implementation of special projects as identified.

VIII. Board Support: Responsible to support the Board of Directors in strategic planning and Board development; scheduling and participating in monthly Board meetings; committee meetings of the Board; Annual General Meeting (AGM).

IX: Supervision: Responsible to supervise and direct all staff, contractors and volunteers of FAFAM in a manner that promotes a healthy workplace, consistent with Federal and Provincial statutes.