



**Canadian Mental
Health Association**
Thompson
Mental health for all

Canadian Mental Health Association,
Thompson Region
43 Fox Bay
Thompson, Manitoba R8N 1E9

Executive Director (Term Position) CMHA Thompson Region

The Canadian Mental Health Association Thompson is part of a 100-year-old nation-wide non-profit organization that promotes the mental health of Canadians and supports the resilience and recovery of people experiencing mental illness.

On the cusp of a new era in mental health where all Canadians understand the value of social connection, we are hiring a term Executive Director (“ED”) to lead the organization’s overall mission and strategic plan. Reporting to the Board of Directors, the Executive Director is accountable for all facets of the organization pertaining to leadership and management.

Founded in 1918, the Canadian Mental health Association is the most established, most extensive community mental health organization in Canada. It has a presence in more than 330 communities across every province and one territory. With one national office, 11 provincial divisions, and 75 community-based regions, we provide services and supports to over 1.3 million people in Canada through the combined efforts of more than 5,000 staff and 11,000 volunteers. The CMHA federation operates with strong national, divisional and branch/regional agreements to ensure organizational standards, pride and accountability.

CMHA Across Manitoba represents the collaborative organization leadership that exists in the CMHA division and regions throughout the province of Manitoba. In 2022 CMHA across Manitoba established a strategic plan that has anchored our organizations to work in a collaborative manner with one mission, vision and 10 driving principles we call the “CMHA Way”.

Mission: *A Manitoba where mental health is honoured as a universal human right*

Vision: *To advance mental health, well-being and recovery across Manitoba*

Values:

- *Work hard to listen*
- *Service with passion*
- *Support one another*
- *Create strong connections*
- *Be curious*
- *Honour lived experience*
- *Discover better ways*
- *Focus on impact*
- *Believe it is possible*
- *Embrace IDEA -inclusion-diversity-equity- accessibility*

Duties and Responsibilities:

Leadership

- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization
- Act as a professional advisor to the Board of Directors on all aspects of the organization's activities
- Consult with the current CEO on important decisions
- Foster effective teamwork between the Board and the Executive Director and between the Executive Director and staff
- In addition to the Chair of the Board, act as a spokesperson for the organization
- Conduct official correspondence on behalf of the organization, when appropriate
- Represent the organization at community events to enhance the organization's community profile
- Oversee 35-40 employees

Governance and Strategic Planning

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization
- Act as a liaison with all organizational levels, from Board of Directors to staff
- Communicate CMHA Thompson's mission and strategic plan, receiving and synthesizing input from the ideas and initiatives of all CMHA stakeholders
- Meet regularly with the CMHA Thompson Board of Directors and provide operational reports including financial, human resources and regional updates as well as presenting proposals and plans for Board review, discussion and approval
- Maintain and further develop relationships with other branches, participating in Provincial ED meetings and working to strengthen the work of CMHA locally, provincially and nationally

Relationships and Outreach

- Establish and maintain effective relationships with other agencies, people living with mental illness, stakeholders, funding sources, volunteers, community groups, etc. including participating in various taskforces, working groups and other committees as an advocate
- Maintain key relationships with existing funding partners, develop new relationships for CMHA Thompson and assist in identifying alternative funding opportunities
- Work to increase opportunities for CMHA Thompson to effectively meet the needs of residents
- Maintain ongoing relationships with stakeholders

Operational Planning and Management

- Develop, in consultation with staff, an operational plan which incorporates goals and objectives that work toward the strategic direction of the organization
- Ensure that the operation of the organization fulfills the objectives of the funding agreements, and the expectations of the Board
- Oversee efficient and effective HR management and practices in the day-to-day operation of the organization
- Oversee the property management of all properties
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies
- Review and revise service delivery models/methods
- Recommend to the Board changes to policies as appropriate

- Provide support to the Board by preparing meeting agenda and supporting materials

Human Resources Planning and Management

- Ensure adherence to all legislation related to health and safety, labour and human rights codes
- Ensure succession planning for key positions within the organization
- Provide direct supervision of staff
- Ensure adherence to standards related to the participation of volunteers in the organization

Financial Planning and Management

- Prepare a comprehensive budget
- Approve expenditures within the authority delegated by the Board of Directors
- Ensure that sound bookkeeping and accounting procedures are followed
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- Provide the Board with comprehensive, regular reports on the revenues and expenditures of the organization
- Ensure that the organization complies with all legislation covering remittances
- Oversee all fund development activities
- Write grants to secure additional sources of funding
- Participate in fundraising activities as appropriate

Risk Management

- Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill and image, and implement measures to manage risks
- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage

Skills and Abilities:

- Knowledge of leadership and management principles as they relate to non-profit/volunteer organizations
- Knowledge of federal and provincial legislation applicable to voluntary sector organization including: employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage
- Knowledge of current community challenges and opportunities related to the mission of the organization
- Knowledge of human resources, financial and project management
- Willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency
- Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with the vision, mission and values of CMHA Thompson
- Excellent verbal and written communications skills; effectively present information to a variety of audiences
- Excellent interpersonal skills and a builder of effective working relationships
- Proven analytical and problem-solving skills and creativity in formulating solutions
- Fundraising knowledge and ability to formulate and implement broad strategic plans
- Ability to think "outside the box" and think creatively about new opportunities
- Demonstrates teamwork, leadership, managerial and administrative skills
- Client-centered decision-making which embraces the diversity of CMHA Thompson clients
- Excellent organizational skills and an ability to manage multiple tasks and conflicting objectives and

effectively delegate

- Strategic thinking with the ability to conceptualize the business requirements of the organization
- Politically astute; able to recognize "hot" issues and deal effectively with them
- Possesses a thorough knowledge of and commitment to the values of not-for-profit organizations in general and values the involvement of volunteer leadership
- Working knowledge of financial control systems and procedures

Qualifications:

- University degree in a related field
 - Three or more years of managerial, supervisory, and financial control experience in the community social services sector
 - Demonstrated and in-depth working knowledge of community-based programs and services, funding sources, community relations and Board relations
 - An understanding of psychosocial rehabilitation and recovery from mental illness
- Salary: \$70,000 - \$78,000 (Negotiable dependent on education and experience)
 - CMHA will also match up to 7% for RRSP contributions
 - This position is on-site only, with no remote or hybrid options
 - If relocation is required, CMHA will not cover relocation expenses

We are an equity employer and encourage applicants from women, persons with disabilities, members of visible minorities, First Nations, Inuit, and Metis people, people of all sexual orientation and genders and others who may contribute to our further diversification.

How to Apply:

Please submit a cover letter and resume detailing your experience and qualifications to: CMHA Thompson Board of Directors c/o Michelle Kelly, director@cmhathompson.ca