



## **About Steinbach Family Resource Centre**

Steinbach Family Resource Centre (SFRC) is a community-based, non-profit organization located in Steinbach, Manitoba. SFRC provides free, inclusive, and accessible programs and services that support children, caregivers, and families in building strong, healthy connections.

Rooted in community, SFRC has grown from small, grassroots beginnings into a trusted hub for families. Our work is grounded in the belief that all families deserve support, connection, and opportunity.

SFRC operates in a dynamic environment where demand for services continues to grow alongside increasing pressures on funding and resources. The organization relies on strong relationships, community trust, and responsible stewardship to sustain and expand its impact.

## **About the Executive Director Position**

The Executive Director (ED) provides strategic and operational leadership to ensure the organization fulfills its mission and continues to grow in a sustainable and responsive way. The ED is responsible for the overall success and sustainability of SFRC. The Board of Directors will rely on the leadership, judgment, and experience of the individual in this role to guide the organization through continued growth and evolving community needs.

Working closely with the Board of Directors, the Executive Director is responsible for guiding the organization's strategic direction, overseeing programs and daily operations, leading and managing our dedicated staff and volunteers, and ensuring financial stability. The ED plays a key role in strengthening community relationships, securing funding, and maintaining SFRC's reputation as a welcoming and trusted space for families.

This role requires a highly relational and adaptable leader who can balance long-term vision with hands-on involvement in a small, community-driven organization. The Executive Director must be comfortable navigating funding constraints, responding to emerging needs, and leading with both accountability and creativity.

### **Key Responsibilities**

- Partner with the Board of Directors to set strategic direction, ensure strong governance, and provide regular updates on organizational performance, risks, and opportunities.
- Oversee the delivery of high-quality, evidence-based programs and services, ensuring alignment with mission, community needs, and funding requirements.
- Ensure effective day-to-day operations, including compliance with policies, agreements, and applicable regulations.
- Lead and support staff and volunteers, fostering a collaborative, accountable, and inclusive organizational culture.
- Oversee recruitment, onboarding, and performance management processes.
- Lead financial planning, budgeting, and oversight, ensuring responsible stewardship and compliance.
- Secure and diversify funding through grants, partnerships, fundraising initiatives, and community relationships.
- Build and maintain strong relationships with families, partners, funders, and government stakeholders.
- Serve as the primary spokesperson, increasing awareness and promoting the organization's impact through community engagement and communications.

## **About the Education, Experience & Leadership Profile**

SFRC is seeking a practical, relationship-driven leader who understands the realities of working within a small, resource-conscious organization while maintaining a strong commitment to community impact.

Qualifications for this position include:

- Post-secondary education in a relevant field such as nonprofit management, social services, or business administration, or an equivalent combination of education and experience.
- Leadership experience within the nonprofit, community, or social services sector.
- Experience working with or reporting to a Board of Directors.
- Strong financial management skills, including budgeting and oversight of funding agreements.
- Experience in fundraising, grant writing, or developing community partnerships.
- Excellent communication and relationship-building skills, with the ability to engage diverse stakeholders.
- The ability to balance strategic thinking with hands-on operational involvement.
- A demonstrated commitment to accessibility, inclusion, and reducing barriers for families.
- Experience working in rural or small community settings, as well as knowledge of Manitoba's funding landscape, is considered an asset.

The ideal candidate will be deeply connected to community, value relationship-building as foundational to success, and be motivated by the opportunity to support families through meaningful, accessible programming. They will bring both vision and practicality, helping SFRC continue to grow while staying grounded in its mission and capacity.

To apply for this exciting opportunity, email your cover letter and resume in confidence to the Board of Directors at [SFRCBoard@yahoo.com](mailto:SFRCBoard@yahoo.com).