

## Calgary Fetal Alcohol Network

### Job Description: Manager, Programs, and Operations (Full-Time Contract – 1 Year)

Calgary Fetal Alcohol Network (CFAN) is a charitable organization that aims to reduce the incidence of Fetal Alcohol Spectrum Disorder in our community and ensure people who are affected by FASD are able to live a positive and fulfilling life.

**Vision:** The Calgary Fetal Alcohol Network believes in a community where no family faces FASD alone, and individuals thrive.

**Mission:** Working together through innovative action, we champion a healthy response to FASD in Calgary and surrounding areas.

#### Job purpose

The Manager, Programs and Operations is a senior management position at CFAN with significant responsibility for the management of the organization and several of its programs. Reporting to the Executive Director, the Manager, Programs and Operations provides leadership, day-to-day management of programs and operations, and future program development. The Manager, Programs and Operations assumes responsibility for the organization in the Executive Director's absence. As a senior management team member, the Manager helps formulate and implement policies and plans to meet the Network's short- and long-term objectives. Principle responsibilities include providing guidance, strategy execution, managing the Network's programs and operations, and contracted support services.

#### Duties and responsibilities

##### Program Planning and Management (65%)

- Manage the planning, implementation, and evaluation of assigned programs and services.
- Work with to ensure continuous improvement and vitality of CFAN's programs.
- Ensure compliance with CFAN's funding agreements.
- Develop financial and narrative reports to ensure adherence to reporting deadlines for CFAN funding agreements.
- Identify new grants and contract opportunities that relate to CFAN's mission.
- Manage the planning, implementation, execution, and evaluation of special projects.
- Lead the development of new innovative initiatives/programs designed to enhance services to the FASD community.
- Manage CFAN's contracted FASD service provision process, including applications, recommendations, and reporting.

### Operational Management (15%)

- Oversee the efficient day-to-day operation of the organization.
- Manage the recruitment and on-boarding of new employees.
- Oversee performance management, staff development, and succession planning for reporting areas.
- Lead and develop annual operating plans and budgets for reporting areas.
- Approve expenditures within delegated authority.
- Liaise with external vendors (IT, Bookkeeping, Landlord)

### Community Engagement and Outreach (20%)

- Manage relationships with key partners and stakeholders.
- Ensure CFAN is represented at appropriate community tables.
- Support collaboration and coordination among FASD/disability serving organizations.
- Lead CFAN's advisory committees (caregiver, inter-agency, etc.)
- Oversee CFAN's community engagement activities.
- Oversee CFAN's membership recruitment, retention, and engagement strategy.
- Support CFAN's fund development strategy, planning, and implementation.
- Support CFAN's commitment to advancing reconciliation.

### **Qualifications**

Bachelor's Degree in a related field preferred (minimum of a diploma in a related field) and a minimum of three years' experience in non-profit management.

Qualifications include:

- Strong writing and communication skills
- Demonstrated prior supervisory experience as well as successful program development or project management
- Demonstrated sensitivity to and professionalism with all stakeholders of CFAN, including individuals with FASD, their families, individuals from diverse cultures, and professionals who serve these families.
- Strong critical thinking capabilities with the ability to solve problems of moderate complexity in a timely and logical manner
- Ability to work independently with minimal supervision matched by a collaborative mindset and skill in maintaining information flow with key stakeholders.
- Proficient in the use of Microsoft Office tool including Word, Excel PowerPoint, and Outlook
- Salesforce or Customer Relationship Management (CRM) system knowledge is an asset.
- Valid driver's license

### Working conditions

CFAN's working location is flexible, with employees working remotely or in an office setting. Occasional evening and weekend work are required to carry out events and meetings. Occasional travel is required within the greater Calgary region. Work is fast-paced with multiple projects and objectives in motion and will require moderate physical activity. Some activities may require moving up to 40 lbs.

### Compensation

Range: \$52,000 - \$62,000

Benefits: Health and Dental, Group Savings Plan, Employee Assistance Plan

### Deadline for submissions: January 27, 2021 at 4:30 PM

For consideration, please a resume and cover letter outlining your skills and expertise for this role to [info@mycfan.ca](mailto:info@mycfan.ca) with subject line: Manager, Programs and Operations. No phone calls please, only short-listed candidates will be contacted.

