



The Red Roof
St-Michael's Mission
EXECUTIVE DIRECTOR - Job posting

JOB TITLE:	Executive director
REPORTING TO:	Board of Directors
DIRECT AUTHORITY ON:	Concerned by the populations who are homeless or at risk of becoming homeless, the Executive director supervises all operations and is responsible for the organization's outreach, funding and communications.
Please send your resume (CV) to: daniel.dumont@me.com no later than November 04, 2019	

SUMMARY OF THE POSITION

Under its red roof, St-Michael's Mission is an independent non-profit organization working directly with those persons living in poverty and the homeless of downtown Montreal. The Mission, as a day-centre, constitutes an important link in the chain of services for the underprivileged and marginalized population of the city.

We are looking for an Executive director who is passionate and oriented towards the clients of St-Michael's Mission. The incumbent performs all functions related to the management of the organization and participates in the coordination of the team. They ensure the continual updating and maintenance of respect of the mission and the values of the organization. They play a key role in the funding of the organization, as well as representing the mission to the federal, provincial and municipal authorities as required by his functions. In addition, they will be able to develop a network with neighborhood organizations and forums.

By working at St. Michael's Mission, you directly work with people who are homeless or at risk of homelessness.

ISSUES

1. **Partnership** – Raise awareness of St. Michael's Mission to funders and other neighborhood organizations in accordance with our established values. Set up partnerships within the community and with corporations.
2. **Respect** - Support and accompany the mission's clientele by showing respect, open-mindedness and using an egalitarian approach.
3. **Human Resources** – Take ownership of the current model of collaboration, decision-making and team management and continue to build on it.
4. **Sustainability** - Maintain and improve the financial situation of St. Michael's Mission.

DETAILED DESCRIPTION

- Ensure to maintain an effective overview, as well as adequate and ongoing planning to support the consolidation, smooth operation and development of the organization.
- Promote the organization and its services to the community; establish partnerships with local groups and corporations and provide representation to significant authorities and groups on behalf of St Michael's Mission.
- Seek opportunities for development and financing. Complete grant applications and follow up with potential funders.
- Ensure the effective management, support and supervision of human resources at St Michael's Mission. Foster their development, support their initiatives and mobilize them.
- Establish an effective mechanism to receive and manage complaints.
- Promote the inclusion of the clientele, and combat stigmatization.
- Ensure efficient and transparent financial management.
- Ensure the proper management of the premises so that it is safe for users, volunteers and employees.
- Maintain a balance between strong leadership and autonomy with the willingness and ability to work collaboratively with the Board of directors.

Qualifications

- | | |
|------------|--|
| Education | <ul style="list-style-type: none">• MBA or DESS or BAC in Social Sciences or equivalent relevant experience.• Minimum of 5-years experience in a similar management position, preferably in the community; |
| Experience | <ul style="list-style-type: none">• Experience working with the homeless population is an asset;• Knowledge of the First Nations and Inuit cultures is an asset;• Experience in the field of Social Work and/or other related field(s) such as Psychology, Criminology, Addiction, and Counseling will also be considered. |

Knowledge and skills

- Bilingual, a mastery of French and English, both oral and written.
- Knowledge of the community and its environs.
- Familiarity with a clientele who are homeless and in extremely precarious situations.
- Skilled in development, representation and networking.
- Ability to establish and maintain partnership networks.
- Skilled in collaborative management.
- Human resources management ability based on respect of all participants.