JOB POSTING

Executive Director of Separated Fathers Inc. (SFI)

Location: Hochelaga-Maisonneuve (Montreal).

Compensation: Competitive salary and benefits, based on experience.

Status: Full-time position, 35 or 28 hours/week, Monday to Friday. Possibility of remote work.

Separated Fathers Inc. (SFI), an organization recognized for its support for men/fathers experiencing a marital breakdown, is looking for a talented individual to take over for the current Executive Director, who is due to retire in the next year or two.

The chosen candidate must share SFI’s mission and values. Your academic knowledge and/or personal and professional experience must be a good fit for the organization’s unique intervention framework and approaches.

A leading role within the organization

Reporting to the Board of Directors, the selected candidate will direct all of the organization’s activities as per the targets, budgets, policies, orientations and action plan adopted by the Board of Directors. You will soundly manage the organization’s human, financial and material resources. In consultation with the Board of Directors and the SFI team, you will implement the best strategies to develop the organization, raise its profile, and establish new alliances with strategic partners.

You will serve as the key go-between for the work team, volunteers and the Board to create a positive work environment and ensure that information is communicated with transparency. You will also be the steward and promoter of the organizational mission and values that form the basis of SFI’s unique approach.

Given the organization’s size, the Executive Director must play an active role in all of the organization’s operations, particularly when it comes to aspects such as programming, client support and fundraising. You may also have to help the team by providing individual or group support services during peak periods.

What we offer

Separated Fathers Inc. (SFI) offers an **enriching, rewarding** **and people-focused workplace**. Our participative management approach encourages team members to support each other and share their knowledge and experience. As a reflection of the quality of our services, health and well-being along with a work-life balance is a priority to help our staff maintain personal wellness.

Once hired, you will receive several weeks of **extensive training** on our **“Social-Emotional-Legal” framework,** which is a unique model that has been used with over 2,000 separated fathers. **Complementary specialized training or refresher courses** on **working with vulnerable men**, **suicide prevention**, the **grieving process** along with other types of education will give you unparalleled knowledge and experience in an emerging and fast-developing sector.

If necessary, the current Executive Director will stay on to support you or familiarize you with the different operations and annual tasks associated with the position.

Our dynamic organization applies participative management and ongoing feedback and values hard skills and personal growth. As a fast-growing non-profit organization, we also provide:

* A schedule of 4 or 5 days a week, from Monday to Friday, with the option of remote work to facilitate work-life balance.
* A competitive salary and competitive benefits based on experience.
* A flexible schedule.
* 1 day of paid leave per month.
* 4 weeks of vacation after one year of service, 5 weeks after three years, 6 weeks after five years, etc.
* The gratification of making a positive difference in the lives of hundreds of fathers, children and families transitioning from a separation.

Main responsibilities

* Oversee budget planning and financial management and provide reporting to our Board members, funding bodies and the Ministère de la Santé et des Services sociaux.
* Create and implement the strategic plan by drafting and monitoring an operational action plan.
* Plan, organize, direct and evaluate administrative activities and services for fathers.
* Manage human resources (employees and volunteers): recruit, hire, on-board and train staff; apply policies and ensure that the work environment is positive, respectful and effective.
* Provide administrative support and ensure that all coaches (both employees and volunteers) are well equipped and trained to perform their work as per the framework for SFI’s unique approach.
* Prepare for, attend and follow up on all Board of Directors meetings.
* Help organize and effectively execute SFI’s various annual events, such as the Christmas party for fathersand the annual general meeting, themed seminars, etc.
* Promote and advance the organization’s mission and services and develop strategic partnerships.
* Liaise with various partners from the community sector, the health and social services network, research sectors, and political bodies.
* Represent the organization with different collective bodies and working committees.
* Oversee communications activities and prepare the annual report.
* Update the organization’s communication tools and strategy with community and institutional partners, e.g. activity report for the annual general meeting, newsletters, the SFI website, presentations/workshops, etc.
* Manage public relations with print and broadcast media and social media.
* Oversee database management and ensure that the organization has the right technologies for its needs.
* During busier periods, help the team provide various services: lead support groups, provide support/listening over the phone and one-on-one with separated fathers, etc.
* Perform all other tasks related to the organization’s function and mission.

Minimum requirements

* College or university diploma (or equivalent) in management, the humanities or a related field.
* Have three or more years of experience managing a community organization and supervising staff.
* Have an ability to listen, to express yourself and to write clearly and thoughtfully. Be able to speak in public, as required.
* Bilingualism is essential: French and English, including an excellent command of spoken and written French.

Assets

* Experience with community organizations that offer services or support to a male clientele.
* Basic understanding of the concept of co-parenting and participatory justice.
* Knowledge of funding sources and strategies.

Required skills

* Ability to adapt: demonstrate flexibility, versatility and tolerance in a constantly changing work environment while carrying out tasks effectively and efficiently.
* Establish and maintain positive work relationships both internally and externally to achieve organizational goals.
* Promote teamwork and recognize the individual contributions of each team member.
* Be able to make decisions when required.
* Set priorities, establish deadlines, monitor progress toward goals, and keep track of details, data, information and activities.
* Develop strategies in collaboration with the team and the Board to advance the organization, set goals, establish and implement action plans, and evaluate processes and results.
* Ability to support strategic thinking.

**If you have the profile we’re looking for and want to take on this exciting challenge...**

Seize the opportunity now

and join our dynamic and growing team!

**Email us your resume before February 19, 2024 at:**

**psi@peres-separes.qc.ca**

**For more information: call 514-254-6120
or visit** [**www.peres-separes.qc.ca**](http://www.peres-separes.qc.ca)