



Executive Director, Blue Sky Opportunities, Altona MB. Position Information

Blue Sky Opportunities is a multi-faceted not for profit agency supporting adults living with intellectual disabilities.

Blue Sky supports include:

- Residential, operating 8 homes
- Supporting Independent Living, supporting people in their own homes
- Day Programs
- Transportation services
- Woodshop, pallet and crate production
- Recycling and assembly services

Executive Director Summary:

The Executive Director reports to the Board of Directors, and is chiefly responsible for the organization's consistent achievement of its mission and organizational objectives. The Executive Director's mandate is to ensure that the organization has a long-range strategy which achieves its mission, and makes consistent and timely progress towards its goals. The Executive Director will foster a positive work environment and work to ensure resources are effectively aligned to support program, operations and the administration of the agency. The Executive Director will provide financial leadership by creating and managing budgets and monitoring long-term strategic fiscal plans.

Responsibilities:

- Provide leadership in operational, organizational and financial planning and execution
- Ensure adequate personnel levels and oversee issues, concerns or challenges relating to staff or participants
- Work closely with stakeholders to meet the obligations, goals and strategic plans set forth by the agency
- Complete administrative duties pertaining to the position
- Oversee and provide direction for the purchase and or upkeep of agency property
- Make agency decisions based on stakeholder input and assessing all risks
- Foster and build internal and external relationships as well as a positive reputation for the agency

Position Requirements

- Preferred post secondary education in Accounting, Business, or Finance (2 to 4-year program)
- 3-5 years managerial experience (non-profit sector knowledge considered an asset)
- Effective leadership skills, with a strong focus on mentoring and motivating an employee base of professionals
- Demonstrated ability to manage key constituent relationships, including patrons, business partners, government agencies, and other stakeholders
- Contributing to creation and guidance of short- and long-term strategic plans, assessing and managing risks at all times
- Knowledge of federal, provincial and municipal legislation applicable to voluntary sector organizations including: employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI and health and pension plans
 - Strong working knowledge of fiscal management and responsibility, business finance, capital funding, contracts, and partnerships.
 - Consistent understanding and application of personnel policies, practices, and procedures
 - Sound analytical thinking, planning, prioritization, and execution skills that require attention to detail and a high degree of accuracy
 - High level of integrity, confidentiality, and accountability and the ability to communicate effectively both orally and written.
 - A well-defined sense of diplomacy, including effective negotiation, conflict resolution, and people management skills
 - Proficient operational skills of computers and programs such as Microsoft Office
 - Willingness to relocate

Location:

The town of Altona is located 1-hour South of Winnipeg MB, 7 miles from the US Border on highway 30. With a population of 4,600, the community offers a wide range of retail shopping options, as well as above average recreational opportunities.

For a complete job description, please contact Elaine Turnbull: hr@blueskyop.com