



The Jubilee Fund Board of Directors is searching for an Executive Director

Launched in 2000, The Jubilee Fund Inc. provides loans and loan guarantees to not-for-profit organizations, and business, (co-operatives and social enterprises) that are unable to get traditional financing for community-based projects that reduce poverty, financial exclusion and have a positive social impact in Manitoba. The Jubilee Fund is a registered Canadian non-profit charity.

The successful candidate will provide leadership and strategic direction to achieve the organization's mission, vision and values. Reporting to the Board of Directors, the Executive Director is responsible for the day-to-day operations of the organization, including strategic planning, operational management, financial management, human resource management and stakeholder relations. This includes:

- Working collaboratively with the Board of Directors
- Develop annual budgets and oversee the preparation and presentation of financial statements to the Board of Directors;
- Support all Board and Committee meetings; support the Board of Directors on governance, compliance and risk management;
- Act as an ambassador to the Jubilee Fund to promote and cultivate effective collaboration with organizational partners,
- Manage and oversee all aspects of human resources operations and maintain a healthy work environment,
- Oversee the development and implementation of a communications strategy to promote the work of the Jubilee Fund, and recognize donors, fund members and investors;
- Ensure lending operations of the Jubilee Fund are in line with the policies set by the Board of Directors;
- With support from the Personnel Committee, cultivate and engaged work environment

#### **Qualifications and Skills**

- Post-secondary education in Business or Administration preferred, or equivalent combination of related education and experience
- Experience in financial management, consulting and lending practices
- Knowledge of non- traditional, social purpose lending practices and tools
- Knowledge of the Manitoba non-profit community that works to reduce poverty
- Experience in the not-for-profit sector with relationships in government and granting agencies
- Knowledge of all Federal and Provincial legislation applicable to voluntary sector
- Proven fundraising track record and grant writing experience
- Proven experience in strategic planning and execution
- Excellent communication and collaboration skills
- Excellent leadership and management skills; the ability to lead, manage performance and mentor a team;
- A high level of integrity, confidentiality, and accountability
- Project development and management experience.
- Knowledge of Impact Measurement tools
- Knowledge of the factors that contribute to individuals and families experiencing low income and poverty.

Please submit resume, cover letter and salary expectations to:

The Jubilee Fund  
1622-B St. Mary's Road  
Winnipeg, Manitoba  
R2M 3W7

Attention: Hiring Committee

Or email [alice@jubileefund.ca](mailto:alice@jubileefund.ca)