



## Job Posting

### Executive Director

The Board of Directors of Capital Families Association is pleased to announce this exciting opportunity to serve as Executive Director of one of the region's foremost family resource service agencies as our current Executive Director prepares for retirement in September 2010.

Capital Families Association has been dedicated to the children and families of Greater Victoria and the WestShore for over 30 years. A catalyst, leader, and advocate for child, youth, family, and community development, Capital Families Association serves over 1,000 children, youth and families annually through the Goldstream Neighbourhood House, REACH Young Parent and Child Centre, Whale Spirit Early Enrichment Centre, Family Counseling and Outreach, West Shore Harvest, and many other projects and activities.

Reporting to the Board of Directors, you will lead and manage Capital Families Association in keeping with the strategic direction set by the Board of Directors, overseeing operational planning and management, administration, and community relations. Working with a highly engaged and talented team of approximately 12 staff, you have the privilege of making a difference in our community by defining and delivering preventative family resource services that children and families need.

#### **The ideal candidate will have an optimal combination of the following:**

- History of successful fundraising and grant applications
- Demonstrated ability to build and maintain strategic alliances
- Demonstrated leadership and administration skills in a not-for-profit setting
- Successful record of delivery of family resource programs, child development and/or parent support programs
- Proven service orientation with clear commitment to client service
- Outstanding oral and written communication skills
- Strong organizational, project management and time management skills
- Ability to work effectively with volunteer boards and committees
- Excellent skills in planning, budgeting, facilitating, coordinating and organizing
- Strength in strategic and critical thinking

- Master's degree in a relevant field and/or an equivalent combination of education and experience

This is a regular full-time position. Salary will be commensurate with qualifications and experience.

To apply or request a position description, please forward your cover letter and curriculum vitae (preferably in electronic MS Word or PDF format) to:

Roberta Mason  
President  
Capital Families Association  
2764 Jacklin Road  
Victoria, BC V9B 3X6  
Fax: (250) 391-4909  
[info@capfamilies.org](mailto:info@capfamilies.org)

Applications will be received from June 16, 2010 to June 30, 2010 however the competition will remain open until a successful candidate is found.

While Capital Families Association is grateful for all applications, only short-listed candidates will be contacted. Capital Families Association is committed to the principle of equity in employment; Canadians and permanent residents will be given priority.