



Job Opening

Director of Operations

About FRP Canada

FRP Canada is a national Not-for-Profit charity. It has a 40 year history of fostering community-based family resource programs in Canada. FRP Canada supports some 2,300 community-based member programs and related services across Canada, in turn reaching hundreds of thousands of families.

Job description

Are you a polished mid-career professional who is passionate about social justice and in particular about improving the lives and circumstances of Canada's children and their families?

Your qualifications include being fully bilingual with a completed undergraduate degree and preferably a graduate degree in a related field, together with at least 10 years' experience working with or within not for profit organizations. You have managed people, budgets and programs, written successful grant applications and then lead the associated projects of different sizes and complexity through to summative evaluation. You have an excellent track record building relationships with stakeholders and government and are keen to include non-traditional partners. You are an energetic, multitasker that thinks strategically and has great people skills. You know how to translate ideas into action and are not afraid to innovate. Your organizational skills are well honed and you have the ability to balance priorities and meet deadlines.

You have the demonstrated capacity to excel in an environment that strives to be nimble, flexible, and adaptable to change. You understand risk management and are thus eager to embrace the next phase of FRP Canada's organizational transformation. You are a problem solver, who is not afraid of new challenges. You have solid computer skills and will be comfortable in a work context that is thinking digital at every turn.

Your representational skills are sterling, both on a personal level and by way of giving both formal and informal remarks and presentations. You recognize that FRP Canada is membership focused and partner dependent: however, those partners may not always be in synch with your agenda and timelines. You have a high comfort with different organizational or community contexts. Your experience with marginalized communities or cultural groups would be a strong asset particularly if this demonstrates an appreciation for the history and culture of Indigenous communities or new Canadians. Proficient in using Microsoft Office and other general computer skills

Competent with social networking sites/platforms

Genuine interest in child and family well being

DETAILS

Responsible for: project development and management and will provide administrative oversight.

Reports to: Executive Director

Position type: Permanent - initially 4 days per wk (6 mo probation under contract)

Salary range: commensurate with experience

Benefits: medical, dental, life insurance and RRSP

HOW TO APPLY

Submit CV and short cover letter by **24 Feb 2017**: letter is a criteria for interview selection

- Only candidates eligible for employment in Canada will be considered
- Only those selected for an interview will be contacted
- The interest of all applicants is greatly appreciated

Position Description: available by contacting admin@frp.ca