

Position Profile

Executive Director

Reports To: Board of Directors of Sara Riel Inc. and Sara Riel Foundation

Organization: Sara Riel Inc.

Date: October 2024

ABOUT SARA RIEL INC. AND SARA RIEL FOUNDATION INC.

Established and incorporated in 1977, Sara Riel Inc., offers community-based support to persons who experience mental health challenges including substance use disorders and addictions.

Programs include: Mental Health Case Management; employment supports; Seneca Respite Services which provides a safe, supportive and home-like environment where people living with mental health challenges are empowered to address their self-identified needs through thoughtful respite and peer support; Seneca Warm Line, a support line staffed by trained Peer Responders; and a Community Mentor program that helps people develop and strengthen the skills they need to live their utmost potential within the community.

The Sara Riel Foundation Inc.'s mission is to secure philanthropic support and related physical assets that support Sara Riel Inc.'s mission.

The organization has roots in St. Boniface Hospital and the Grey Nun congregation and was started by Sister Jean Ell in 1974 in response to a "revolving door syndrome" in the Psychiatric Department. Named for Sara Riel, sister of Louis and the first Métis Religious in the west, Sara's name was chosen to reflect the spirit of a true Manitobain and the spirit of the Grey Nuns, which was evident in her dedicated work as a teacher and missionary.

Sara Riel Inc. and Sara Riel Foundation Inc. are sponsored organizations under Réseau Compassion Network. Réseau Compassion Network, as the owner and sponsor, ensures the effective and responsible governance of Sara Riel Inc. and Sara Riel Foundation Inc. Réseau Compassion Network is responsible for a family of 13 health and human service agencies where every day, nearly 7,900 people of all

Mission Statement

Our Mission is to provide individuals with mental health and substance use/addiction challenges a safe, inclusive and engaging environment where self-determined needs are valued, and all are assisted on their path to reaching their goal.

Vision Statement

Our Vision is for people to reach their full potential mentally, physically, socially, and spiritually.

Value Statement

Our Board, staff, and volunteers embody our values in every interaction. Our values are:

- Compassion. We seek to balance emotional concern with an informed course of action.
- Respect. We offer an inclusive environment and treat people with dignity.
- Recovery. We encourage a participant centered approach and guide those we serve as they create a Path to Self, a Path to Wellness, a Path to Hope, and a Path to Empowerment.

faiths, traditions and cultures make a difference in the lives of those who walk through their doors in times of need.

The Executive Director will have responsibilities and accountabilities to both Sara Riel Inc. and the Sara Riel Foundation Inc.

ABOUT THE EXECUTIVE DIRECTOR

The Executive Director provides leadership for Sara Riel Inc. (SRI), and the Sara Riel Foundation Inc. (SRFI), ensuring SRI's mission, vision, and values are achieved through its strategies and objectives. The Executive Director is responsible for overall operations in terms of programs and administration, including participation in strategic activities in conjunction with the Board of Directors. The Executive Director implements the vision and mandate of Sara Riel while providing leadership in identifying priorities and objectives, directing staff, supporting committees, and ensuring Sara Riel's financial and organizational viability.

The Executive Director sets the overall directions for the agency to ensure alignment with Réseau Compassion Network (RCN), threading spiritual values through Sara Riel's service delivery and activities. The Executive Director will also ensure Sara Riel offers bilingual service delivery where appropriate. Fund development, philanthropy, and alternative revenue are also key responsibilities, creating broader financial support.

The Executive Director serves as the chief executive and administrative officer for the Foundation, reporting and coordinating with the Chair of the Board.

KEY LEADERSHIP ACCOUNTABILITIES

Executive Leadership and Organizational Management

- Provide thoughtful and visionary executive leadership that is inclusive, transparent, and empowering in a manner that supports and guides the organization's mission.
- Present strategic options and plans for organizational impact and gain Board approval as needed to carry out the work of the mission of the organization.
- Oversee day-to-day operations and ensure overall successful long-term operations.
- Apply innovative thinking, along with research and data collection, to interpret and analyze performance measurements that support strategic decision-making and leverage this data to demonstrate the effectiveness and success of current programs, providing compelling evidence to present to funders and stakeholders.
- Continually foster a culture that encourages collaboration between departments and recognizes positive contributions.
- Work closely with the Boards of Directors to ensure that SRI and SRFI respects its key accountabilities to Réseau Compassion Network, in particular, as it relates to expectations under the Réseau Compassion Network's Sponsorship Accountability Framework.
- Direct and oversee short- and long-term strategic plans and drive their implementation.

- Inspire a business-oriented, professional, results-driven environment across the organization.
- Establish goals, objectives, and operational plans in collaboration with the Boards of Directors, staff, and other leaders.
- Fulfill the strategic plans as set out by the Boards of SRI and SRFI.

Financial Management and Administration

- Oversee resource and financial management in collaboration with the CFO.
- Monitor board-approved budget and manage daily financial operations to ensure maximum use of resources and optimum financial positioning for the organization.
- Build and administer the annual budget, with Board approval.
- Approve all major financial purchases, repairs, or contracts.
- Ensure policies and procedures for policy reviews are in place, in alignment with approvals and are effective in assisting Sara Riel to accomplish program goals and funder requirements.
- Provide monthly reports to the Executive Committee prior to full board meeting.

Human Resources and People Management

- Organize, motivate, and mentor internal team leaders to strategically grow the organization's impact, programs, fundraising, and to effectively fulfill its mission.
- Manage and motivate staff, overseeing processes such as hiring, onboarding, separation, ongoing staff development, performance management, and compensation and benefits.
- Establish and ensure adherence to personnel standards, policies and procedures for all Sara Riel human resource functions including contract negotiations and employee relations.
- Establish written contracts according to policy; set salary and benefits based on experience, expertise and within industry standards.
- Identify and include professional development needs in annual plans; approve development requests.
- Arrange training and development opportunities for staff.
- Drive employee engagement initiatives to ensure the employee experience and motivation is high and employees can be their best.

Risk Management

- Identify and evaluate risks to the organization's property, finances, goodwill, and image and implement measures to control risks.
- Ensure the Board of Directors and the organization carries appropriate and adequate insurance coverage.
- Maintain awareness of all applicable accreditation, professional, and licensing standards and ensure activities adhere as relevant.

Board Governance

- Maintain regular and ongoing communication to build strong relationships with the Boards of SRI and SRFI, providing leadership and support to members at all times.
- Communicate effectively with the Boards, providing members with the information necessary to function properly and make informed decisions in a timely and accurate manner.

- Attend all Board meetings and provide reports and updates on staff as well as all current work, project timelines, and project and organizational progress.
- Implement Board policies and procedures and build support for the Boards' decisions among staff.
- Work closely and openly with the Boards and their committees, ensuring ongoing communication of risks, issues, and successes.
- Share new opportunities, challenges, and upcoming decisions with the Boards, creating an open, supportive, working relationship.
- Provide recommendations for changes to the Boards with accompanying rationale for review and approval in a timely manner.
- Ensure research guidelines, protocol and ethical review processes are in place and adhered to, and reports are submitted as required.

Public Relations and Community Engagement

- Represent both SRI and SRFI and serve as chief spokesperson at events, conferences, and partnership meetings.
- Present and promote the organizations and their missions, programs, partners, and members in a consistently positive manner.
- Ensure high visibility to prospects and the public and build interest in engaged philanthropy.
- Build relationships with funders, donors, and community partners.
- Oversee all aspects of marketing and public relations.
- Prepare annual reports, newsletters, fundraising letters, event flyers, press releases and other marketing and advertising materials including social media.
- Maintain a consistent and supportive connection with Réseau Compassion Network and actively participate as a member of the Réseau Compassion Network CEO Leadership Council.
- Develop a strong working relationship with senior leaders of other sponsored Réseau Compassion Network organizations.
- Cultivate and maintain a good working relationship with local radio, TV and print media personnel. Arrange for media coverage of important actions and events.

Sara Riel Foundation Inc.

- Create community awareness of the goals and objectives of the Foundation and oversee charitable grants from the funds established by donors.
- Oversee the operation of all housing associated with the Foundation, and approve all major financial purchases, repairs, or contracts.
- Participate with the Foundation Board of Directors in developing a vision and strategic plan to guide the organization.
- Prepare and review quarterly progress reports with the Board.
- Incorporate actions resulting from planning sessions into operational plans.
- Identify program needs and set fundraising goals to raise funds to support its programs.
- Attend fundraising events and community events.

- Evaluate the effectiveness of past programs.
- Create or develop Foundation publicity and promotional material. Approve all communication material to ensure it adheres to the Foundation's desired message and image prior to final publication.
- Meet with community, business, and professional leaders to convey the Foundation's mission.
- Maintain awareness of community needs and interests as they relate to the Foundation goals.
- Actively seek opportunities to speak for the Foundation before local groups.
- Actively seek to increase the assets and strengthen the impact of the Foundation in meeting local charitable needs.

EDUCATION AND EXPERIENCE REQUIREMENTS

The ideal candidate will have a post-secondary degree in a related field, complemented by 5 to 10 years leadership within a nonprofit, foundation, government, mental healthcare provider, or related organization. A degree in social sciences is an asset. An equivalent combination of education and experience will be considered.

- Strong business acumen and a history of providing visionary leadership at the executive level
- Excellent financial understanding with proven ability to oversee budgets
- Experience with grants, government funding, and fund development with the ability to innovate fund generation
- Experience leading organizational growth
- Strong stakeholder relationship management, including community and government relations
- Experience engaging and building meaningful relationships with marginalized groups including but not limited to 2SLGBTQIA+ and Indigenous organizations
- Experience working with and leading a non-profit board and working with diverse groups of people
- Familiarity with diverse business functions such as marketing, public relations, human resources, finance and accounting, donor practices, etc.
- Experience and success in motivating, recruiting, developing, retaining, and mentoring high performance, mission-driven, and results-oriented teams
- Excellent written, oral, and public speaking skills; a persuasive and passionate communicator with strong interpersonal and multidisciplinary project skills

If you are collaborative, grounded, community-minded and have a passion for supporting those with mental health concerns and addictions, please contact:

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