Family Enrichment & Counselling Services is a non-profit, community based agency that has been serving Fredericton for 50 years. We are seeking a part-time Executive Director with expertise in fundraising and program development.

As the Executive Director, you will report directly to the Board of Directors and play a central role in the strategic and operational leadership of the agency. You will lead program development, develop and lead fundraising initiatives, submit funding and grant applications, liaise with government bodies and community organizations, and forge partnerships to enhance the services we offer.

Qualifications:

• A combination of experience and training in leadership, financial and organizational management, and personnel development

• A combination of experience and training in fundraising and program development

• High levels of motivation, integrity and dependability

• A collaborative leadership style

Assets:

• Familiarity with existing community resources and programs

• Strong computer skills (Microsoft Office, website management, social media)

Responsibilities:

• Management of the financial resources of the agency

• Negotiation of funding contracts and ensuring reporting requirements are fulfilled

• Program Development

• Fundraising

• Foster a supportive, trauma-informed workplace environment

• Human resource management of staff, including hiring, supervision, and evaluations

What we offer:

• Competitive salary and benefit package

• Support for personal and professional growth

For candidates with a background in Social Work or Counselling, there is an opportunity to combine the administrative role with seeing clients.

This position will remain posted until successfully filled. Qualified candidates who are interested in this position should send a covering letter and resume by email to: info@familyenrichment.ca We thank all applicants for their interest; however, only those selected for an interview will be contacted.

For more information about our agency, visit our website at: [www.familyenrichment.ca](http://www.familyenrichment.ca)