

Capacity Builder & Coordinator of Special Projects, Abilities Manitoba Inc.

Building a stronger future for adults with developmental & intellectual disabilities; this senior leadership position supports 70 non-profit organizations province wide through:

- Developing & offering trainings, expanding training hubs around Manitoba & implementing a training strategy
- Building the collective & individual capacity of non-profits
- Building strong, supportive relationships with member organizations
- Pursuing member identified priorities & gathering information on trends & data
- Writing & submitting grant applications
- Advancing the employment of people with intellectual disabilities through the delivery of a specialized project
- Advancing the organization's strategic plan

Skills Required:

- Minimum 5 years senior leadership experience; preference given to Community Living disAbility Services (CLdS) funded organizations
- Degree or diploma in Disability Studies or other relevant degree
- Demonstrated understanding of community living services & values
- Thorough understanding of how organizations are funded through the Manitoba Department of Families
- Excellent organizational, communication & interpersonal skills with an ability to build strong, collaborative relationships
- Proven ability to provide effective leadership within a team environment with respect, professionalism, & cultural awareness
- Reliability, honesty & ability to work independently
- Proven track record in decision-making, taking initiative, problem-solving, strategic thinking, crisis management & conflict resolution
- Writing and submitting grant applications & curriculum development
- Project & budget management & reporting
- Excellent verbal & written communication

Position Requirements:

- Ability to travel & work a flexible schedule
- Valid Driver's license & access to a reliable vehicle
- Criminal record check, child abuse registry check, vulnerable sector check

Wage: \$33.18 - \$35.81 commensurate with education & experience

Term: Fulltime till October 15, 2024 with the possibility for extension or renewal

Please submit your resume along with references & a cover letter outlining how you meet the skills & requirements of the position. Only applications who include all 3 components will be considered.

Submit to: info@abilitiesmanitoba.org

Closing date: Tuesday, October 10 at 6pm