



*Fort Erie
Multicultural
Centre*

Fort Erie Multicultural Centre (FEMC) is seeking an Executive Director to lead the organization's future work in the Fort Erie community.

The Fort Erie Multicultural Centre, a registered charity, and in existence since 1992, provides an inclusive range of programs and services for immigrants, refugees and residents of Fort Erie, including port of entry welcome, reception, and information, settlement and migration support, career planning, language training, community connections and wellness programs, civic engagement opportunities, navigation assistance for basic needs systems such as food, housing, education, and employment.

Position Summary

The Executive Director is responsible for the overall function and strategic direction of the FEMC. The incumbent fulfills a critical leadership & management role in organizing and directing employee and volunteer activities toward achieving the mission and strategic direction set by the Board of Directors. This includes the financial oversight, grant requests and fund raising required for the functioning of the organization. The position is accountable to the Board through its elected President.

Position Responsibilities

- Lead and facilitate the organization's mission, vision, and strategies.
- Collaborate with the Board of Directors to ensure sound governance and alignment with the organization's mission and values; prepare reports and analysis tools for the Board of Directors
- Manage the organization's programs, services, and day to day operations to ensure high-quality, client centered outcomes and strong financial stewardship.
- Research, evaluate and diagnose service themes, indicators, and outcomes; develop and implement enhancement and / or program adjustment options.
- Drive resource development efforts to secure donations, grants, and operating revenue.
- Administer financial operations and documentation including budgets, cash flow, receivables, payables, donations, payroll, and government filings.
- Implement an effective human resource system that supports the organization's mission and fosters a workplace culture of respect, inclusion, integrity, and accountability.
- Liaise, develop, and strengthen internal and external relationships to enable public and stakeholder trust.
- Represent and promote the organization in negotiations, media inquiries, community events, and other official functions.

Required Qualifications

- Bachelor's degree in human or social services, business management, or accounting; relevant work experience may be considered.
- Progressive leadership and governance experience working directly with a Board of Directors in a nonprofit or charitable organization.
- Political Acumen with relevant understanding of the challenges, opportunities, systems, and best practices relating to the settlement of newcomers and refugees new to Canada.

- Solid, hands-on finance management, control, analysis, and coordination skills. Competent in bookkeeping, budgeting, internal controls, and cash flow management
- Knowledge of federal and provincial legislation, policy, and regulations applicable to nonprofit and charitable organizations including employment standards, human rights, occupational health and safety, registered charity regulations, business registry compliance, and taxation
- Demonstrated success with donor and stakeholder relationships, community engagement and facilitating systemic change.

Desired Competencies

- Excellent verbal, written and oral communication skills.
- Strong financial acumen and demonstrated expertise in grant and RFP (Request for Proposal) research, writing, and submission, with a strong record of success for securing funding.
- Proficient in the use of technology and applications for communications, presentations, case management, and finance management (Google Workspace, Sage 50 finance & HR system, Excel, Canva, Zoom and Adobe)
- Demonstrated capacity for collaboration, adaptability, and teamwork, having a broad and strategic perspective for understanding both micro and macro aspects of issues.
- Experience with program management, development, implementation, and monitoring, identifying, and assessing key performance indicators, and evaluating overall program effectiveness.
- Organizational skills including planning, development, delegating and task facilitation.
- Multi-lingual is a preferred competency.

Work Setting & Metrics

Hybrid work environment with three locations & office at home / 150 hours per month (flexible)

Salary commensurate with experience and organizational budget

Budget responsibility \$600,000 to \$1,200,000

Bondable and eligible for professional liability insurance

Group benefits (health, dental, life insurance & retirement savings)

How to apply

To apply, please provide a resume, cover letter, three (3) references attesting to your experience, and your salary expectations. Send your application by email with “FEMC ED Application” on the subject line to clwark@gmail.com

Please do not apply if you are not authorized to work in Canada.

The posting for this position will be open until November 30, 2025, or until a suitable candidate is selected. We thank all applicants for their time and interest, however, only persons selected for an interview will be contacted directly.