

## Position Profile

# Executive Director

Reports To: Board of Directors of Marymound Inc.

Organization: Marymound Inc.

Date: April 2025

## ABOUT MARYMOUND INC.

Marymound is a youth and family social services organization operating in Winnipeg and Thompson, Manitoba. Marymound provides a number of programs and services for vulnerable youth including:

- crisis stabilization,
- assessment and treatment programs,
- group homes,
- treatment foster care,
- youth addiction services,
- sexual abuse treatment,
- clinical services and cultural healing services based on a Two-Eyed Seeing approach that focuses on cultural renewal,
- land-based healing and Western therapeutic interventions,
- youth education services including an independent therapeutic school and off campus school for older youth,
- an education bursary fund for current and past clients of Marymound,
- independent living programs,
- young parents programming,
- youth employment readiness,
- maternal health and early childhood supports,
- cultural programming and training.

The Sisters of the Good Shepherd first came to Winnipeg in 1911 at the invitation of Judge Thomas Daly, who was seeking an alternative to prison for young women and girls he encountered in his court. Knowing of the Sisters' work in Montreal, where they had been established since 1844, he recognized their zeal for helping the unfortunate and the commitment and skill he knew was needed. In April 1911, five Sisters of the Good Shepherd came from Montreal to Winnipeg. Marymound was established in its present location on the west bank of the Red River in West Kildonan that fall.

Marymound Inc. is a sponsored organization under Réseau Compassion Network. Réseau Compassion Network, as the owner and sponsor, ensures the effective and responsible governance of Marymound 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 faiths, traditions and cultures make a difference in the lives of those who walk through their doors in times of need.

### Our Mission

Providing a continuum of care to support our youth and families as they overcome, advance and belong.

### Our Vision

Brighter futures and a stronger, more vibrant community.

### Our Values: The Marymound Way

Rooted in our core values, the Marymound Way is to go above and beyond in striving to always do what is in the best interests of the children and youth that we serve. These values also guide us through our relationships with employees, stakeholders and collateral organizations. Marymound will continue to honour the legacy of our founders, the Sisters of the Good Shepherd, by following the Marymound Way and bringing these values to life with enthusiasm and passion.

## ABOUT THE EXECUTIVE DIRECTOR

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The Executive Director provides leadership for Marymound Inc. (Marymound), ensuring Marymound'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 Marymound while providing leadership in identifying priorities and objectives, directing staff, supporting committees, and ensuring Marymound's financial and organizational viability. The Executive Director represents Marymound in the broader context of the service network of community agencies and government.

The Executive Director will lead initiatives that foster a supportive and nurturing environment for youth. This includes developing and implementing programs that address the unique needs of youth, promoting their well-being, and ensuring their voices are heard. The Executive Director will lead and oversee programs specifically designed to support Indigenous youth. This includes creating opportunities for cultural education, land-based learning, and traditional practices. The Executive Director will also work to address the unique challenges faced by Indigenous youth, such as access to education, mental health support, and community resources.

The responsibilities of the Executive Director are carried out through direction of senior program managers, direction from the Corporate Board of Marymound and individual initiative.

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

## KEY LEADERSHIP ACCOUNTABILITIES

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### 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 Board of Directors to ensure that Marymound 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, rooted in compassion, across the organization.
- Establish goals, objectives, and operational plans in collaboration with the Board of Directors, staff, and other leaders.

### Financial Management and Administration

- Oversee resource and financial management in collaboration with the Director of Finance.
- 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 as Board and RCN policy allows.
- Ensure policies and procedures for policy reviews are in place, in alignment with approvals and are effective in assisting Marymound 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 Marymound human resource functions including contract negotiations and employee relations.
- 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 Board, providing leadership and support to members at all times.
- Communicate effectively with the Board and its Committees, 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 Board's decisions among staff.

- Work closely and openly with the Board and their committees, ensuring ongoing communication of risks, issues, and successes.
- Share new opportunities, challenges, and upcoming decisions with the Board, creating an open, supportive, working relationship.
- Provide recommendations for changes to the Board 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 Marymound and serve as primary spokesperson at events, conferences, and partnership meetings.
- Present and promote the organization and its mission, 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, government entities 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.

## EDUCATION AND EXPERIENCE REQUIREMENTS

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In providing leadership to Marymound in continuing to meet its mission, goals and responsibilities, the Executive Director will have exceptional visionary skills that truly embrace and perpetuate the Agency's mission and values. Marymound requires a collaborative and inclusive leader to infuse energy, motivate, coach and mentor management team members in aligning their strengths and contributions towards the achievement and implementation of the strategic objectives.

The ideal candidate will have experience promoting organizational culture, adhering to Board of Directors' policies, ensuring quality and excellence in service delivery and organizational operations, and demonstrating strong project management skills. The Executive Director is expected to foster an environment that reflects the values of the organization, including compassion, ethics, and vision. They must comply with lawful instructions from the Board, implement Board policies, and provide leadership consistent with the values and philosophy of Réseau Compassion Network.

Furthermore, the Executive Director is responsible for maintaining high standards of care, leading change management initiatives, and overseeing core functions such as strategic planning, program oversight, service delivery, operational

management, financial management, human resources, and stakeholder relations. Effective project management skills are crucial, including planning, organizing, and managing projects to achieve predefined goals. The Executive Director must also ensure a positive and professional executive and management team, providing leadership, development, and guidance to build a strong management team. They must demonstrate approachability, conflict management, and staff development skills, forming deep, trusting relationships within the organization.

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 or business administration is an asset. Additionally, experience working with youth and leading programs that support their development and well-being is highly valued. 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 a strong ability to foster government relations and innovate fund generation strategies
- 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 vulnerable youth and their families, please contact:

**LILLIAN WONG, Director, Executive Search and Recruitment**  
MNP LLP

Email: [lillian.wong@mnp.ca](mailto:lillian.wong@mnp.ca)