

## Executive Director Job Posting

Employer Name:	Spinal Cord Injury of Saskatchewan (SCI SK) Inc.
Sector:	Non-Profit
Terms of Reference (ToR):	Executive Director
Posting Date:	June 3, 2024
Closing Date:	June 28, 2024
Employment Terms:	Full Time
How to apply:	Visit <a href="http://hr.scisask.ca">hr.scisask.ca</a>

### Responsibilities

Executive Director reports directly to the Spinal Cord Injury of Saskatchewan Inc. (SCI SK) Board President and is accountable to Spinal Cord Injury of Saskatchewan Inc. Board of Directors (BOD). The Executive Director (ED) is responsible for the overall leadership and management of Spinal Cord Injury of Saskatchewan (SCI SK) Inc. comprises of critical onboarding for new employees and Board members is compulsory. The Executive Director must effectively work in a fast-paced complex and dynamic non-profit environment with demonstrated competence of written and oral communication for internal and external communications, proficient grant and proposal writing skills for community stakeholder and/or development of foundation partnerships (private, municipal, provincial, federal, and non-profit) organizations, stakeholder management, marketing campaigns and branding with results orientated achievement for community inclusivity. Participate in policy reviews, development, implementation, preparation of quarterly and annual reports for the Spinal Cord Injury of Saskatchewan Inc. Board of Director.

### Qualifications

The successful candidate will possess a Bachelor's Degree combined with related work experience; equivalent experience and educational qualifications may also be considered; minimum five years senior managerial/supervisory experience in the non-profit sector. Candidates must possess exceptional oral and written communication skills, strategic leadership, and independent work habits. A knowledge of, and demonstrated proficiency in, the use of a variety of software programs is essential. Confidentiality, respect for protocol, and professionalism are required traits. Candidates with several years of experience in a related field will be given preference. Candidates must be bondable, possess a valid driver's license and satisfy mandatory Criminal Record Check.

The Executive Director will be based at the Saskatoon urban office as extensive travel is required to manage, maintain and develop partnership activity for community engagement in initiating strategies for community inclusivity.

Remuneration: \$65,000 - \$80,000 and benefit package

Term: Full Time

Application Deadline: June 28, 2024

Location: Saskatoon, Saskatchewan

Length of Employment: Permanent

**Please provide resume, cover letter and references to:**

Spinal Cord Injury of Saskatchewan Inc.

Provincial Office

1705 McKercher Drive

Saskatoon, SK. S7H 5N6

Phone:(306)-652-9644

Fax: (306)-652-2957

Email:hr@scisask.ca

[www.scisask.ca](http://www.scisask.ca)

Only those shortlisted will be contacted