



Employment Opportunity – Interim Executive Director

The Manitoba Association for Rights and Liberties (MARL) exists to inspire action for social justice, human rights and civil liberties in Manitoba through education and advocacy. MARL envisions a world where people's diversity is valued, liberties are respected, and rights are lived. Our primary focus is human rights education workshops and community events to spark critical understanding of human rights issues in Manitoba.

We are currently seeking an enthusiastic individual for the position of Interim Executive Director. This position will be full time on a 12-month term beginning **April 8, 2019**.

DUTIES & RESPONSIBILITIES

The duties and responsibilities of the Executive Director of the Manitoba Association for Rights and Liberties are:

A. ADMINISTRATIVE AND OPERATIONAL ACTIVITIES

- To work closely with the Board of Directors to implement the directives, policies and objectives of MARL as articulated by the Board and committees.
- In conjunction with the Board, to develop and implement an annual plan of action including, but not limited to membership drives, fundraising activities and community events.
- To build MARL's relationships with organizations, institutions and coalitions whose objectives are seen by the Board to be consistent with MARL's policies and objectives.
- To act as spokesperson for MARL as appropriate after consultation with a member of the Board.
- To perform or coordinate day-to-day administrative tasks including, but not limited to managing MARL's organizational documents; implementation of organizational strategic goals; and recruitment and support of volunteers.
- To manage research and applications for grants related to organizational core and project funding.
- To coordinate projects undertaken by MARL and to maintain overall supervision of projects funded through MARL, including but not limited to financial control and fulfillment of reporting requirements.
- Oversee monitoring and evaluation of all MARL's programming and community events.

B. STAFF & VOLUNTEER MANAGEMENT

- To work with the Board, staff and volunteers to oversee the development, implementation and promotion of workshops, programs, events and other resources focused on educating youth about civil liberties and human rights.
- To work with staff and volunteers to oversee the development of educational programs and community events.
- To participate with the Board in the hiring, supervision and guidance of staff including freelance and volunteers.

C. FINANCIAL

- To provide data as necessary and work with the Treasurer to facilitate the development of an annual budget and to manage MARL's funds within the parameters of that budget.
- To assist the Treasurer and the bookkeeper with the preparation of quarterly financial reports for presentation to the Board, and annual financial reports for membership and funders.
- To liaise with, and report as needed to funders, auditors and banking institutions.
- To coordinate payroll and regular accounting duties.
- To take overall responsibility for recruitment of members and maintenance of membership records, identification of, and application for, funding and grants; and, in conjunction with the Committee responsible for fundraising, development and implementation of fundraising strategies and activities.

SKILLS & QUALIFICATIONS

- Post secondary education in human rights, politics, conflict resolution, international development studies, global political economy, or related field; **or** comparable experience.
- Previous experience in a leadership role, preferably in a non-profit environment.
- Understanding of theory behind human rights.
- General knowledge of the Human Rights Code and the Charter of Rights and Freedoms.
- Effective communication.
- Experience writing grant applications and reports.
- Fundraising and sponsorship skills.
- Training and basic knowledge in human resource management functions.
- Experience in staff and volunteer management.
- Excellent time management skills.
- Bilingual in French is an asset.

To apply, please forward your cover letter and resume to Michelle Falk at michelle@marl.mb.ca by February 15, 2019. MARL is committed to equal opportunities in employment. Candidates are encouraged to self-identify in their cover letter. Although we appreciate all applications, only candidates chosen for interviews will be contacted.