

**Executive Director**

**Canadian Parents for French New Brunswick (CPF NB)**

**Position Overview:**

Canadian Parents for French is a national volunteer organization of adults who recognize the value of learning French as a second language and actively promote opportunities for young Canadians to learn and use French.

CPF New Brunswick (CPF NB), the provincial branch of the organization with over 4100 members, is looking for its next Executive Director. The successful candidate will have an exciting opportunity to lead a provincial organization and will be responsible for:

* Organizational strategy, policy and program development and delivery;
* Advocacy, media communications, and provincial government relations;
* Outreach and community/partner liaison;
* Leadership of human, financial, and other resources.

Governed by a Board of Directors, CPF NB is a key stakeholder in education and French Second Language (FSL) in New Brunswick and offers a number of programming through strategic partnerships with counterparts across the CPF network, including (but not limited to): the annual Snyder Mountain Camp, the annual Concours d’art oratoire, French Second Language tutoring, and more.

**Organizational Leadership:**

* Leads Branch initiatives and develops relationships with existing and potential funders;
* Acts as a role model demonstrating the ethics and goals of the organization;
* Envisions and implements a long term financial strategy including by seeking additional funding opportunities, grants, and mechanisms to diversification mechanisms to expand the programming and impact of CPF NB;
* Develops risk management, marketing, and communication plans;
* Seeks collaborations with stakeholders to be part of the Francophone and French as a second language communities;
* Communicates on behalf of the organization to maintain brand and organizational reputation;
* Guides the implementation branch-specific actions within the Network strategic plan, Branch action plans, and develops Branch priorities and annual objectives.

**Manages Operations and Human Resources:**

* Leads all aspects of human resource provisions, ensuring newly hired staff have the appropriate onboarding, tools, training, and orientation to be successful;
* Promotes a safe and productive work environment to build a positive staff and volunteer culture;
* Conducts annual staff performance appraisals, addresses succession planning, actively monitors and fosters internal collaboration and innovation;
* Manages an annual budget, aligning work plans to priority initiatives, and anticipates changes;
* Approves expenditures within the authority delegated by the Board, and obtains Board approval for operating, capital, and fundraising budgets;
* Recommends professional development and facilitates training for self-growth for staff and for the Board to improve the impact of the organization.

**Delivers Value to Members and Stakeholders, Outreach:**

* Establishes and maintains systems to monitor and evaluate the effectiveness and quality of programs and services with clear performance metrics;
* Supports volunteers including Board members to actively and constructively participate in events to improve French Second Language (FSL) opportunities in the community;
* Serves as a key spokesperson for CPF in English and French, in partnership with Board members, and represents the organization before government, the media, and at partner/stakeholder meetings and events;
* Stays abreast of legal, political, and social issues as they pertain to FSL learning, linguistic duality, and official languages in the New Brunswick and across Canada;
* Works collaboratively with CPF counterparts (National and other Branches).

**Qualifications:**

* Bilingual: able to communicate verbally and in writing in English and French;
* A minimum of three years of recent, relevant, executive-level management or leadership experience in a not-for-profit setting is required;
* Post-secondary education in a related field, including but not limited to: Non-Profit Leadership, Management and Philanthropy, Public Administration, Education, Business Administration, or Communications;
* Understanding and/or experience of the French Second Language and French Immersion landscape in New Brunswick is considered a definite asset;
* A professional license, certification, or graduate diploma would be considered an asset.

**Skills, Competencies:**

* Passion for, commitment to, and knowledge and understanding of Canada’s not-for-profit landscape, official languages education, linguistic duality, bilingualism, and the federal and provincial legislation applicable to the sector;
* Knowledge of Board governance best practices and experience working with or reporting to a generative governance Board of Directors to oversee the implementation of organizational strategic plans;
* Strong financial management skills and experience in financial oversight including budget preparation, forecasting, monitoring, evaluating, and reporting;
* Proficient in the use of technology and online collaboration tools;
* Excellent interpersonal and collaboration skills, including in team building;
* Demonstrated experience in:
* management, analysis, and evaluation of programs and strategies;
* relationship-building among a variety of stakeholders and partners, including government;
* creation and writing of project and grant funding proposal applications;
* active human resource management, leading a cohesive and innovative team;
* public speaking, preparing, and delivering briefs and publishing general interest articles; and,
* problem solving, engaging team members in a fast paced, dynamic environment.

**Why CPF NB?**

* CPF NB offers a competitive wage, vacation, health benefits, and retirement benefits for an attractive overall compensation package;
* Depending on experience, salary for this position will range from $60,000-$75,000;
* While our office is currently located in Sussex, we are open to hybrid work arrangements and/or relocating our office for the right candidate;
* Your daily work will have a direct impact on shaping the FSL opportunities that New Brunswick students have;
* You will lead an organization of committed volunteers and work closely with partners, government, and FSL stakeholders.

**Applying for this Position:**

Applicants interested in applying for this position are invited to send a resume and cover letter to the CPF NB Executive Director hiring committee by email to [hiring@cpfnb.net](mailto:hiring@cpfnb.net). The deadline to apply for this position is **Friday, August 12, 2022 at 11:59PM** (Atlantic Time).

We thank all applicants for their interest but only those selected for an interview will be contacted.

CPF NB is an equal opportunity employer and encourages applicants from all backgrounds and experiences to apply. Any applicants who have accessibility needs are welcomed to disclose this to ensure that they can be accommodated during the hiring process.