



POSITION DESCRIPTION

Chief Executive Officer (CEO)

About Between Friends

Between Friends is a charitable organization dedicated to providing quality social, recreation and development opportunities so that people with disabilities can connect, grow and belong. We strive to help build an inclusive community where people with disabilities reach their individual potential and are recognized as valued citizens. We do this by focusing on abilities, not disabilities, and giving our participants experiences that will build confidence, create friendships and develop skills to help them thrive. Working in the Calgary community for close to 40 years, Between Friends has established itself as a leader in providing inclusive programming and increasing awareness, positive attitudes and sensitivity towards our neighbours and friends who live with a disability. Programming includes weekend and evening activities, summer camps, out of town excursions and inclusion support for individuals with disabilities and mainstream organizations throughout the city.

About the position – What you will do

We are seeking a passionate, highly motivated and skilled professional to lead Between Friends' vision of building a more inclusive community. As the CEO of Between Friends, you will lead the organization in its mission to provide quality programming for people with disabilities, ensuring that our participants have opportunities and support to connect, grow and belong.

Reporting directly to the Board of Directors, the CEO is responsible for:

- Providing leadership and strategic direction to our highly skilled staff
- Managing relationships with Board and committee members, including attending meetings, providing updates, and incorporating recommendations and direction into strategic, business plans and operations
- Ensuring the Between Friends' brand is communicated widely and consistently to a variety of audiences through effective marketing and public relations
- Stewarding and leading a successful fund development strategy
- Ensuring that Between Friends remains financially secure and able to meet the needs of our membership
- Ensuring that operations are effective and efficient, and risks are kept at acceptable levels
- Representing Between Friends to key stakeholders including our members, government representatives, media, community partners, volunteers and current and potential funders and donors
- Communicating persuasively and authoritatively with government, the public, the media and funders/donors about the important role that Between Friends plays in the community
- Effectively communicating the impact that Between Friends is having in our community to the Board, donors and other interested parties through sophisticated reporting and measurement techniques



Qualifications – what you bring

- A bachelor's degree in either Business or a relevant discipline
- A Master's degree or a certificate/education in Nonprofit Management would be an asset
- A minimum of 5 years of experience in a senior management position leading and developing a strong team and developing and executing strategy
- Experience reporting to and working effectively with a Board of Directors is an asset
- An ability to speak comfortably and persuasively in public in order to represent the organization to a variety of stakeholders
- An enjoyment of and proficiency in networking in a variety of social settings
- Knowledge and expertise about the disability community in general and barriers that our participants face specifically is an asset
- Demonstrated experience building and executing successful fundraising strategies
- Strong relationship-building skills with a diverse group of stakeholders including government, participants, community partners, family members, funders and donors
- A proven ability to manage and oversee a budget to ensure accountability and responsible spending
- A collaborative approach to working with internal and external colleagues to maximize the effectiveness of programs
- Effective listening, strong verbal and written communication skills
- Entrepreneurial and self-motivated with the ability to problem solve creatively
- Ability to sustain, lead and contribute to our fun and positive work culture
- Authentic and passionate about our work

Between Friends Culture - what makes us unique

As an organization that provides social, recreation and development opportunities, it is important for us to “walk the talk.” We value fun, play and opportunities to learn and develop, both as an organization and as individuals within the organization. We also value relationships and friendship and consider ourselves a family. Whether a participant, volunteer, donor, funder or employee, we value and respect you. When you come to work for Between Friends, be prepared to have fun, and be prepared to be cared about.

Compensation and Benefits

Between Friends offers a competitive compensation package complete with health and dental benefits, as well as a graduated benefits program that includes increasing vacation time and an RRSP matching program based on years of service.

Community – Calgary and the Between Friends membership

Not from Calgary? Let us paint a picture for you so that you can envision yourself living in our wonderful city. Calgary is a big city with a small-town feel. It has the energy and amenities that you would expect from any urban centre but the unique ability to create close knit neighborhoods and a friendly atmosphere that welcomes newcomers with open arms. Situated in the eastern foothills of Canada's Rocky Mountains, Calgary's big sky and incredible views create an atmosphere of working and playing hard. Home to Canada's energy industry, Calgary's population is young, well educated, entrepreneurial, community minded and generous. Individuals tend to be family focused, recreation lovers, who are committed to a



healthy work-life balance. With a population of just over 1.3MM people, Calgary is home to a diverse group of individuals from all over the world. Even with all these excellent attributes, like any big city, some Calgarians are more vulnerable than others and struggle to feel connected. Between Friends strives to bridge the gap for those with disabilities and we invite you to be a part of that effort!

Source: <https://www.lifeincalgary.ca/>

Next Steps

Email your resume and cover letter to the Selection Committee at ceosearch@betweenfriends.ab.ca. Only candidates who are selected for an interview will be contacted.

Follow us on [Instagram](#), [Facebook](#), [Twitter](#) and [LinkedIn](#).

Website: betweenfriends.ab.ca