

For 50 years, **Youth Employment Services Manitoba (YES Manitoba)** has been providing free, inclusive employment services to youth between the ages of 15 to 29 to help them in their journey to becoming self-sufficient. We offer a wide-range of programming and supports to assist youth to access employment opportunities, training, and education upgrading. Our vision is to empower Manitoba's youth to secure meaningful employment and contribute to our province's growth and prosperity.

We are seeking an innovative, community minded leader to fill the role of Executive Director. The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives.

About YES Manitoba

At YES Manitoba, we empower youth by providing a safe, supportive environment where they can learn new skills, develop confidence in themselves, and feel supported to their transition to employment. Our organization interacts with over 2,500 participants each year, helping to create opportunities for youth to become engaged members of their community through developing their employability skills, helping them gain meaningful employment, and exploring further education and training.

YES Manitoba is also proud to be the contract holder for the Futures Forward program, which provides free, wrap-around, and holistic supports for youth transitioning out of the child welfare system in Manitoba, with a focus on obtaining employment and/or accessing post-secondary education. Like all of YES Manitoba's services and supports, Futures Forward programming strives to be participant-led and tailored to individual needs and unique barriers that each youth faces in their employment and education journey. As a registered charity, YES Manitoba receives funding from the Province of Manitoba as well as many other donors and funders.

Hours: 37.5 hours per week (Monday – Friday, 8:30 a.m. – 4:30 p.m.)

Start date: July 27, 2026

Annual Salary: \$70,000 to \$80,000

Benefits: Group health & dental plan | Employee assistance program | Three-weeks paid vacation | Flexible & hybrid work arrangements | Additional paid time off in December

Location: Youth Employment Services, 614 – 294 Portage Ave, Winnipeg, MB

Key Responsibilities

- Provide leadership for staff, programs, organizational operations, and overall execution of YES Manitoba's mission and vision.
- Ensure effective and efficient day to day operations and financial management, including maintaining of the organization's charitable status.
- Work closely with the Board of Directors to support development and implementation of the strategic plan that guides the organization.

- Monitor programs and services to ensure consistency with criteria established by funding sources and the mission and goals of the organization.
- Identify opportunities for program expansion, increased revenue, and enhancing operating procedures to support growth and efficiencies to drive the sustainability of YES Manitoba mission and services.
- Nurture the organization's people and culture and ensure sound human resource practices are in place to attract, maintain, develop, and motivate a diverse staff.
- Maintain a working knowledge of significant developments and trends in the non-profit and career development sector.
- Manage end-to-end payroll processing, accurately record daily business expenses, and oversee general banking operations including account reconciliations and deposits to ensure financial accuracy.

Fundraising & Community Relations

- Lead fundraising initiatives including but not limited to personal, corporate, and foundation giving, major gifts, special events, direct response campaigns, and donor recognition and stewardship.
- Steward donors, cultivate strategic partnerships, identify new areas for collaboration, and expand donor engagement to support the overall advancement of the organization.
- Communicate and engage with our communities by undertaking activities and media relations that enhance the visibility of the organization and cultivates new partnerships.
- Identify, initiate, and develop relationships with a broad range of community sectors including: municipal and provincial communities, all levels of government, other non-profit organizations, funders, and business organizations.
- Oversee marketing and communications for the organization.
- Act as the public face of the organization and represent the organization on appropriate committees, network, and joint projects, cultivating strong media relations and political goodwill.

Budgetary/Financial

- Develop and maintain sound financial practices and oversee the financial operations of the organization, including budget management and maintaining a positive financial position.
- Ensure appropriate compliance and accountability.
- Work with the staff, bookkeeper, accountant, Finance Committee, and the Board to prepare annual budget; ensure the organization operates within budget guidelines and ensures the organization meets all required terms and conditions for program/project funding.
- Ensure adequate funds are available to permit the organization to carry out its work.
- Oversee strategic planning of fundraising activities for the organization.
- Maintain, acquire, and dispose of physical assets while ensuring that facilities, property insurance, furniture, and equipment are appropriate to needs of the organization.

Board Responsibilities

- Acts as a resource to Board of Directors and provide succinct information and analysis so that policy decisions, decision-making, and strategic planning are made on an informed basis.
- Prepares for and participate in board and committee meetings (as appropriate).

- Provides appropriate information and reporting to the Board and Executive in a timely manner.

Human Resources

- Maintain a supportive, inclusive workplace culture that attracts, retains, and motivates a diverse staff team.
- Lead and provide direction to all YES Manitoba staff, volunteers, and practicum students, and develop, implement, and maintain sound and relevant human resource policies and practices.
- Determine staff compensation levels and position roles and responsibilities; onboard and offboard staff to ensure that the organization has the right people to carry out the organization's mandate.
- Mentor and evaluate staff through performance reviews and ongoing leadership.
- The above list of duties and responsibilities is not exhaustive and may be changed or modified at the discretion of the Board of Directors.

The Executive Director will possess the following qualifications and attributes:

- Minimum of five (5) years leadership experience in a senior role; experience within a non-profit organization an asset.
- Post-secondary degree, certificate, or diploma in a relevant discipline; business/or social services education an asset.
- Demonstrated proficiency in fundraising and program development are necessary.
- Demonstrated leadership and supervisory experience.
- Strong business acumen, including preparing and reading budgets and financial statements.
- Excellent interpersonal skills with the ability to relate to people at all levels and maintain effective working relationships.
- Demonstrated strengths in written and oral communication with experience writing comprehensive program reports and funding proposals.
- Comfortable working with a wide variety of people exercising a non-judgmental, respectful approach; ability to handle conflict and difficult situations in a professional manner.
- Self-motivated, self-reliant yet an enthusiastic team player with proven capacity to collaborate effectively with a variety of stakeholders.
- Adaptable, organized, attentive to detail, and effective time management.
- Strong working knowledge of the barriers youth face transitioning to employment or further education is an asset.

This position requires a current satisfactory Criminal Records Check (including Vulnerable Sector Search), and Child & Adult Abuse Registry as conditions of employment. A security check is considered current if it was obtained no more than six (6) months prior to the start of employment. Only original copies of the CRC, CARC, and AARC will be considered acceptable for the purposes of this policy.

We are committed to a workforce that reflects the diversity of those we serve. We encourage applications

from all qualified individuals including applications from all cultures, racialized communities, abilities, diverse sexual and gender identities and others who may contribute to the further diversification of ideas. If you identify as First Nations, Métis, Indigenous, racialized, a member of the 2SLGBTQIA+ community, a person living with a disability, a neurodivergent individual, and/or a member of a marginalized community (i.e. Foster Care), you are encouraged to indicate this in your cover letter. We are committed to providing reasonable accommodations to all applicants throughout the hiring process. If you need assistance, please reach out to board@yesmb.ca

YES Manitoba provides free, inclusive employment services for youth ages 16 to 29. Our purpose is to help youth realize their potential to become self-sufficient. We strive to create a warm and welcoming environment for clients, community members, and staff. We meet people where they are and for who they are.

The offices of Youth Employment Services Manitoba (YES Manitoba) occupy the stolen ancestral territories of the Anishinaabeg, Ininiwak, Ithiniwak, Denesuline, Anishininiwak, Dakota Oyate and Nakota Peoples and on the National Homeland of the Red River Métis.

If you are seeking an opportunity to lead a thriving and impactful organization, we want to meet you! The anticipated start date for the successful candidate will be in July 2026.

We thank all candidates for their interest; however only those under further consideration will be contacted.

Please promptly submit your resume and cover letter to board@yesmb.ca, including "Executive Director" in the subject line.

Applications will be accepted until June 24th 2026 at 5:00 p.m.