

Black Diamond Is Seeking a Fulltime Executive Director

Located in Black Diamond, Alberta the Boys and Girls Club of Diamond Valley & District has been providing programs and services for children aged 3 to 18 and their families since 1997. We currently operate in the communities of Black Diamond, Turner Valley and Longview and offer preschool, after school, school holiday and teen programs. The Club is seeking a highly motivated, professional, and results oriented leader.

Responsibilities:

Reporting to the board of directors, you will be responsible for all aspects of the day to day operations of the organization; fund development & budgeting, HR and marketing, community development, strategic planning, policy development, creating program logic models, outcomes and evaluation tools, supervising staff &volunteers and building relationships with key stakeholders including funders.

Qualifications:

The ideal candidate will have a Degree in Human Services or a relevant field and a minimum of 5 years experience as a senior manager preferably in the not-for-profit sector. BSW or MSW candidates must be registered with the Alberta College of Social Workers. In addition the candidate should possess excellent communication skills both verbal and written, and be proficient in Microsoft Office applications and QuickBooks.

Please forward your covering letter, resume and salary expectations by 4:00 pm May 26th, 2008 to:

ED Selection Committee

c/o Boys and Girls Club of Diamond Valley & District
PO Box 904, Black Diamond Alberta, **T0L 0H0**
or by e-mail to exdirect@telus.net No phone calls please.