Executive Director

Winnipeg, Manitoba

Continuity Care Inc.

Benefits of the organization:

- Benefits and RRSP matching
- Inclusive and respectful workplace
- Hybrid work

About Continuity Care:

Continuity Care is a Manitoba-based non-profit organization that supports families planning for the long-term well-being and quality of life of a family member with an intellectual disability. Founded in 1995 by parents and community members, the organization provides individualized guidance in future planning, advocacy, navigating social services, and connecting families to community resources.

Continuity Care works in partnership with families, communities, and service providers to build lasting support networks and provide peace of mind for families planning for the future. The organization operates independently without government funding and is supported through its endowment fund, grants, and community donations.

To submit your candidacy:

Please apply by emailing your resume in confidence to Brittney Frias; bfrias@peoplefirsthr.com

We thank all applicants for their interest; however, only those selected will be contacted.

On behalf of our client, Continuity Care we are seeking a dedicated and experienced Executive Director to lead the organization's operations and strategic initiatives. This role is ideal for a non-profit leader with a passion for making a difference, strengthening community services, and guiding teams in a mission driven organization. Reporting to the Board of Directors, the Executive Director will oversee service delivery across Manitoba, ensuring alignment with the organization's mission, values, and legislative requirements while driving impact, advocacy, and organizational sustainability.

As the Executive Director you will:

- Provide overall leadership in strategic planning and implementation, program development, and organizational performance to ensure high-quality, family-centered services
- Oversee the development, implementation, and evaluation of programs and services, ensuring they are effective, responsive, and aligned with best practices
- Manage financial operations including budgeting, financial reporting, grant writing, fundraising initiatives, and stewardship of endowment funds
- Ensure compliance with provincial legislation, policies, and standards related to privacy, workplace safety, and human rights
- Lead and support staff through recruitment, supervision, performance management, and professional development
- Work closely with the Board of Directors and committees, supporting governance, reporting, and strategic decision-making
- Build and maintain strong relationships with families, community organizations, government, and stakeholders
- Represent the organization in advocacy efforts, public engagements, and sector committees to influence policy and promote inclusion
- Support families directly through advocacy, system navigation, and person-centered planning approaches (e.g., PATH, MAPs)
- Lead organizational planning initiatives, including AGM preparation, annual reporting, policy development, and risk management

You and Your Experience:

- University degree in a relevant human services field, or an equivalent combination of education and experience, will be considered
- Minimum 5 years of leadership experience in a non-profit or social service setting
- Strong knowledge of relevant Canadian and Manitoban legislation, including ALIDA, CFS, PHIA, FIPPA, PIPEDA, Accessibility for Manitobans Act, and Canadian Human Rights Act, as well as the UN Convention on the Rights of Persons with Disabilities (CRPD)
- Experience working within a non-profit organization and with a Board of Directors, including an understanding of board governance
- Proven experience in financial management, budgeting, and grant proposal development
- Demonstrated ability to develop, implement, and evaluate programs and services
- Strong strategic planning, project management, and organizational leadership skills
- Excellent communication, relationship-building, and advocacy skills
- Ability to work independently and collaboratively in a dynamic environment