

Family Enrichment & Counselling Service is a non-profit, community based agency that has been serving Fredericton for 50 years. We are seeking an Executive Director with expertise in fundraising and program development to lead our multidisciplinary team. This is a full time position with responsibilities divided between an administrative role and a clinical practice.

As the Executive Director, you will report directly to the Board of Directors and play a central role in the strategic and operational leadership of the agency. You will lead program development, develop and lead fundraising initiatives, submit funding and grant applications, liaise with government bodies and community organizations, and forge partnerships to enhance the services we offer.

Requirements:

* A combination of experience and training in leadership, financial and organizational management, and personnel development
* A combination of experience and training in fundraising and program development
* High levels of motivation, integrity and dependability
* A collaborative leadership style
* Strong computer skills (Microsoft Office, website management, social media)
* Familiarity with existing community resources and programs
* Bachelor or Master’s Degree in Social Work
* Membership in good standing with NBASW

Responsibilities:

* Management of the financial resources of the agency
* Negotiation of funding contracts and ensuring reporting requirements are fulfilled
* Program Development
* Fundraising
* Fostering a supportive, trauma-informed workplace environment
* Human resource management of staff, including hiring, supervision, and evaluations
* Provision of direct counselling services to agency clients
* Liaising with the board of directors

Benefits & Compensation:

* Starting salary range for full time position – $62,000 to $68,000 depending on relevant work experience
* Health and benefit package
* Non-profit Leadership Development Training
* Flexible work arrangements
* Flexible and collegial work environment
* Clinical consultation and supervision

Interested candidates applying for this position should send a cover letter and resume by email to: [ed@familyenrichment.ca](mailto:ed@familyenrichment.ca) Please apply by: April 17/25. We thank all applicants for their interest; however, only those selected for an interview will be contacted.