



Merchants Corner

Merchants Corner Executive Director Job Posting

Executive Director

Part-time Position

3 days/week, flexible hours

Start date January 2022

Merchants Corner is looking to hire a dynamic and dedicated part-time Executive Director to guide us through our next phase of development. The Executive Director will assist in the re-development of a strategic plan in adherence to our vision and values. The position will focus on enhancing Merchants Corner's organizational capacity while growing relationships with Merchants Corner community members, tenants and building partners.

About Merchants Corner

Merchants Corner is a community-based non-profit organization dedicated to supporting and empowering people through education, housing and community development. Merchants Corner is made up of 30 affordable housing units, shared classroom space and community-use facilities. A dream 20 years in the making, the development of Merchants Corner was led by North End community members to reclaim the building as a beacon of hope, renewal, and neighbourhood transformation. Since opening its doors in 2018, Merchants Corner has been a safe home and learning environment for hundreds of children, youth, students and families. Our goals are to provide access to learning and education; provide safe, accessible and affordable housing; and strengthen community connections.

Responsibilities

- Fund development work including: develop funding plan, grant writing, fundraising campaigns, donations and sponsorships
- Provide administrative coordination for Merchants Corner operations including the development of systems and process to strengthen organizational capacity and redevelopment of strategic plan
- Enhance organizational capacity through the completion of our charitable application process
- Work with building partners and property management to assist in building operations including finding a suitable tenant for the building café space and transitioning back to onsite programming
- Financial administration including: develop budgets for programming, operations, and finance; administer the approved budget and monitoring financial reports; arrange for regulatory filings and external audit
- Manage commercial tenants' relationships: understand needs and opportunities, strengthen collaborative partnerships
- Engage tenants and property managers (Winnipeg Housing Rehabilitation Corporation). Strengthen tenant relationships and build the MCI community housing profile to reduce

vacancies, increase housing safety, and facilitate community connections. Ensure a harm-reduction approach is understood by the property management team and work to facilitate non-violent crisis intervention and socially/culturally appropriate resolution to issues.

- Manage on-site staff and function as the primary contact for staff requests and issues
- Provide administrative support for Merchants Corner Board including meeting agendas and minutes, participation on Board committees, submit Board reports
- Other: basic website maintenance, social media engagement, community events

Qualifications

- Commitment to Merchants Corner vision and values, and community-led development
- Work/life/community experience in the North End neighbourhood
- Knowledge of funding resources, grant writing experience
- Organizational leadership experience
- Awareness of and sensitivity to issues of cultural diversity
- Knowledge of community resources and networks
- Experience in program and community development
- Ability to self-initiate and work independently

Note that Merchants Corner is open to different types of employment agreements/hours to be discussed/negotiated.

Merchants Corner believes that a diversity of experiences and stories strengthens and transforms our work. We want our organization to represent the community we live in and serve, and are committed to providing equal employment opportunities to all. Candidates are encouraged to identify your employment equity status in your cover letter. The information you voluntarily disclose will be kept confidential.

Compensation

\$42,000/year (benefits to be discussed)

The position has the possibility to grow into a full-time position pending funding.

Application Process

- Deadline: November 25, 2022
- Submit applications to info@merchantscornerinc.ca

Merchants Corner
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www.merchantscornerinc.ca | info@merchantscornerinc.ca