



## **Manager, Research & Development**

### **True North Society - Strathmore, Alberta**

Established in 1993 and located 35 minutes east of Calgary in Strathmore, Alberta, the True North Society is a registered non-profit organization that provides ongoing support and services to individuals and families who are affected by family violence. We are committed to a vision of interrupting the cycle of abuse through empowerment to create a safe environment for all. We look forward to a future where our community is free of violence and our citizens are empowered to resolve conflict in peaceful and productive ways.

Our success is achieved by offering a slate of programming that is diverse and reflective of the needs of the families and community we serve. This includes an emergency shelter program that temporarily houses up to 25 individuals and/or families as well as outreach, early intervention and public education programming that serves the community at large. We are considered a valuable service provider in the community and are a member of the Alberta Council of Women's Shelters (ACWS).

### **The Opportunity**

The Society is seeking a **Full-Time Manager, Research & Development** position with a strong knowledge of social services, specifically in the domestic violence sector. The successful candidate will possess skills in non-profit program and services operations, data collection and analysis, evidence-based service delivery, leadership, research and grant writing, human resources, business administration and communications.

This position will report to the Executive Director.

The hours for this role are 40 hours per week, with daytime and evening hours, as well as some weekends.

### **The Role**

The Manager, Research & Development position requires a passionate, innovative, transformative, solution-focused, results-oriented individual who can work with the team to align service delivery, impact and the goals of the agency with the strategic plans of the organization. The role will be required to supervise, direct and lead a team of people in best practices to set the society up for success. This includes maintaining the safety and integrity of the organization, staff, and clients. This position will lead in best practices of data collection and research initiatives, as well as seeking out opportunities for fund development and grant writing.

The applicant must have a good understanding of research methodologies and analysis, fund development, grant writing, project management, and outcomes. The applicant must be adaptable to organizational change, highly-motivated, organized, excellent time management skills and proven to contribute ideas in a solution-focused, strengths-based, and trauma-informed manner. This position requires an individual who contributes positively to the culture and morale. Discretion, independence, self-motivation, and objectivity are necessary characteristics of this role. Excellent leadership and communication skills are required.



Must have strong computer skills, including attention to detail and data entry and analysis experience. Must have the ability to communicate significant information and developments to other staff members, agencies, and/or stakeholders both in writing and verbally. Confidentiality, professional boundaries, and a clear understanding of ethics are paramount to all positions at True North.

**The successful candidate will possess the following qualifications:**

- Degree or diploma in social services, business administration or equivalent.
- Registration to designated licencing body
- Child Intervention and Criminal Record Check
- Leadership experience will be considered an asset
- Understanding of program planning processes
- Understanding of effective HR practices and policies with the ability to lead, inspire and develop a high functioning team
- Strong interpersonal skills combined with excellent organizational, problem solving and communication skills are critical
- Demonstrated ability to deal effectively with multiple priorities in a fast-paced work environment
- High standards of professional integrity and proficiency

True North is committed to building a team that represents the community and clients that it serves. We value and embrace diversity and special consideration will be made in recruitment and selection of new employees who contribute to a culture of inclusion and equal opportunity.

**To Apply:**

Please submit a cover letter and resume as application to this position with attention to Courtney Helfrich, Executive Director, at [courtneyh@truenorthab.com](mailto:courtneyh@truenorthab.com). The posting will remain open until **23:59 MST on October 11, 2024.** This position has been posted both internally and externally. Only those selected for an interview will be contacted. Thank you for your interest in the position.