

EXECUTIVE MANAGER

Growing Families Society is a not-for-profit organization that has spent the past 30 years strengthening family connections and promoting healthy lifestyles in rural communities.

Through our flagship program, *Growing Opportunities in Drumheller & Strathmore*, we support families by fostering well-being and resilience. Our team plays a vital role in assisting at-risk pregnant women through a collaborative, team-based approach—offering essential education, nutritional support, and advocacy. The program is designed to create a nurturing environment while families navigate challenges and build a strong foundation for motherhood and beyond.

We are seeking a detail-oriented and highly organized professional to join our team as **Executive Manager**. The ideal candidate brings a strong balance of administrative expertise and interpersonal skills, along with a genuine passion for maternal and child programming. This individual is compassionate, action-oriented, and skilled at building relationships, while managing competing priorities with professionalism, flexibility, and care.

Core Accountabilities:

- Report directly to the Growing Families Society Board of Directors and provide operational updates at regular meetings.
- Lead and manage staff/volunteers/contractors, fostering a positive team environment with effective coaching, prioritization, and multitasking.
- Provide organizational leadership by developing and implementing strategic plans in collaboration with the Board and staff, ensuring effective resource allocation, program monitoring, and compliance.
- Establish and maintain strong organizational performance and evaluation systems, including efficient operational processes and outcome based measurement.
- Oversee policy governance by identifying, developing, implementing, and regularly reviewing policies with the Board and staff.
- Collaborate with all levels of government and key stakeholders to support program goals and community initiatives.
- Manage financial operations, including payroll, accounts payable, grant monitoring and reporting, and preparation for annual audits.
- Assist fund development efforts, including proactive fundraising, grant research and writing, implementation, and evaluation.
- Build and maintain strong relationships with government partners, community agencies, stakeholders, and donors; support ongoing community development through networking and identify new partnership opportunities.
- Apply trauma informed and culturally competent approaches to problem solving and decision making.
- Carry out other duties as assigned by the Board of Directors.

Education & Qualifications:

- Education in Administration, Health and Wellness Management, or a related field; other relevant educational backgrounds may be considered.
- Knowledge and experience in administrative management, trauma informed practice, and mental health and wellness.
- Strong organizational, planning, and time management skills.
- Exceptional interpersonal abilities, including clear written, verbal, and digital communication, with the capacity to build cooperative, respectful relationships and negotiate effectively.
- Familiarity with community resources in Strathmore and Drumheller.
- Advanced proficiency in Microsoft Office and Google Workspace.
- Experience working in a not for profit environment, including direct engagement with a Board of Directors.
- Ability to work independently and collaboratively within a team.
- Demonstrate creativity, problem solving skills, flexibility, and adaptability.
- Commitment to maintaining accuracy, confidentiality, and secure record keeping.
- Ability to provide a health record confirming AHS recommended immunization are current at the start of employment.
- Clear Criminal Record Check and Child Intervention Check.
- Valid Alberta Class 5 driver's licence and a clean driver's abstract.
- Reliable transportation.
- Valid Standard First Aid with CPR certification.
- Residency within Strathmore or the Wheatland County area, as this role requires on-site presence at our Strathmore office with no remote flexibility.

Salary & Benefits:

- This is a part-time position (10-12 hours/week), with flexible scheduling and occasional evening or weekend work as required.
- The hourly wage range is \$31. to \$34., with placement determined by relevant experience and education.
- Part time positions are not eligible for a benefits package.
- Opportunities for professional development and ongoing learning are provided.
- Supportive workplace culture that values balance between work and personal life.

Join Our Team

Our ability to create a meaningful and lasting impact in our communities is rooted in a team of passionate, open-minded, and dedicated professionals who are deeply committed to their work. As we continue to grow, we are seeking an individual who shares this commitment and is eager to grow alongside us—someone driven to make a difference while continuously building their skills and expertise. Joining the GFS team means becoming part of a supportive, positive, and dynamic environment where collaboration and purpose thrive. To have success in this role you must value collaboration, humor, integrity, a visionary approach, professionalism, and accountability in the workplace.

Application deadline is Noon, Thursday, October 15, 2026 with a submission of a cover letter and resume to:

May Rostecki-Budzey, Executive Manager
Growing Families Society
c/o Growing Opportunities
650 Westchester Road, Strathmore, AB. T1P 1B2
403-361-7216 (B) e-mail: may.rb@growingfamiliesociety.ca

We appreciate your interest and thank all applicants for their submissions; however, only those selected for an interview will be contacted.



Growing Families Society
for East Rural Counties