



Job Posting

Job Title: Executive Director

Are you passionate about making a real difference in people's lives? Join the dedicated team at **Southern Alcare Manor**, a trusted and accredited residential treatment centre in the heart of **Lethbridge, Alberta**. For nearly 50 years, we've supported individuals on their journey to recovery through compassionate, evidence-based care. As part of our team, you'll work in a collaborative, purpose-driven environment that values community connection, professional growth, and meaningful impact. If you're ready to help create lasting change and support individuals in rebuilding their lives, we'd love to hear from you!

Southern Alcare Manor is seeking a visionary Executive Director to lead the organization with strategic insight, operational excellence, and a deep commitment to its mission. Reporting to the Board of Directors, this role provides strong organizational leadership, ensures regulatory and operational compliance, and fosters a healthy, values-driven workplace culture. The Executive Director will guide financial stewardship, oversee programs and services, and support staff development that drives the organization forward in delivering compassionate, effective care to those on their recovery journey.

Key Responsibilities

- **Strategic Leadership & Board Relations:** Drive organizational strategy, support governance processes, prepare and deliver reports for the Board and Executive Leadership.
- **Financial Oversight:** Prepare and review annual budgets, coordinate and oversee activities of external auditors, oversee payroll and payables processing, complete and submit required reports, conduct billing reviews and monitor available funding opportunities.
- **Compliance & Risk Management:** Maintain all regulatory filings, health and safety standards, licensing, and policy reviews.
- **Staff Leadership:** Foster a collaborative, mission-driven workplace through clear communication, training, and performance enablement.
- **Program & Operations Management:** Oversee program delivery, resident engagement, administrative functions, and continuous improvement initiatives.
- **Community & Stakeholder Relations:** Strengthen partnerships with funders, government agencies, and community groups while representing the organization publicly.

Qualifications & Experience

- Bachelor's degree in Psychology, Business Administration, Public Health, or a related field; MBA or equivalent preferred.
- Minimum of 5-7 years experience in a senior leadership position.
- Preference will be given to those who have experience in the nonprofit sector, and/or in recovery services.

- Proven expertise in financial management, compliance, and staff leadership.
- Strong communication and interpersonal skills to effectively collaborate with Board, staff, residents, and external partners.
- Demonstrated skill and ability in using Microsoft and Google software products.

Why Join Us?

- Working at **Southern Alcare Manor** means making a meaningful difference in people's lives, helping individuals build new beginnings, while strengthening the local community.
- Lethbridge is a vibrant city that offers the perfect balance of opportunity and lifestyle, with a growing economy, affordable living, stunning natural landscapes, and a strong sense of community that makes it an ideal place to live, work, and build a meaningful future.
- At **Southern Alcare Manor**, we offer a comprehensive benefit package, including a generous Health Spending Account, meals provided by our in-house chef and professional development opportunities.
- The compensation range for this position is \$90,000 to \$110,000 per year, compensation will be based on education and experience.

How to Apply

Applications can be submitted by email to board.alcare@shaw.ca with the subject line "Application - Executive Director".

We thank all applicants for their interest in the position, only those selected will be contacted.