



Canadian Mental
Health Association
British Columbia
Mental health for all

CAREER OPPORTUNITY

MANAGER, BRANCH DEVELOPMENT AND RELATIONS (.60 FTE)

Are you an energetic, organized, strategic thinker who is multi-talented in so many areas such as writing, planning, budgeting, facilitation and report writing? If so, we want you to join our team in leading branch relations and support by facilitating and implementing strategies designed to strengthen the CMHA brand within BC and to create a more unified, aligned and consistent CMHA presence in BC.

In this role, you will provide consultation to the Board, Board committees or Branches under direction of the Chief Executive Officer and the Senior Director, Policy, Research and Planning. You will also work with Branch and BC Division stakeholders, including both staff and volunteer leadership, to develop a 3 year operational plan for Branch Development. Other areas of responsibility include but are certainly not limited to, overseeing the Branch Division Agreement, accreditation activities, Board Conference planning and generally act as a staff resource to Branch Presidents and ED's in relation to common measurement collection and reporting.

WHAT YOU HAVE

If you are a university graduate, preferably with graduate level training in a relevant discipline, along with 3-5 years of experience in quality assurance, governance or community development, we want to hear from you. You will have experience in project and program management, a sound knowledge of budgets, grant protocols and financial reporting, strong mediation and facilitation skills, and all preferably in the non-profit sector. Knowledge of the mental health and addictions systems in BC would be very valuable. Personal experience with mental health issues and services, through self or loved ones, is an asset in this role

For a more detailed job description, please visit our website at www.cmha.bc.ca

A BIT MORE ABOUT US

We offer a competitive salary and benefits package, along with flexible work hours and a friendly and engaging work environment. Located in downtown Vancouver, this 22.5 hour a week position will require some flexibility and occasional travel.

APPLY FOR THE JOB

If you are still interested, send us your resume and cover letter outlining how you meet the requirements of the position. Please submit these documents in PDF format to human.resources@cmha.bc.ca by 5 p.m. on **August 26, 2016**. Be sure to note **Manager, Branch Development and Relations** in the subject line of your e-mail. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

We are an equity employer and encourage applications from women, persons with disabilities, members of visible minorities, First Nations, Inuit, and Metis people, people of all sexual orientation and genders, and others who may contribute to our further diversification.