Carney Hill
Neighbourhood Centre Society

Position Title: Executive Director
Classification: Management
Location: Carney Hill Neighbourhood Centre Society (CHNC)
Reports To: Board of Directors
Compensation: $61,880–$70,070 full time-annual starting salary (based on experience); part-time negotiable

About Carney Hill Neighbourhood Centre

CHNC is a non-profit organization which began operation in 1994 to provide programs and services with the goal of enriching the lives of community members. Our vision is to provide services and support to children and families in the VLA area of Prince George. Although the programs offered have varied over the years, our goal has remained to provide services and opportunities for all members of the community.

At Carney Hill Neighbourhood **Centre Childcare Centre,** we strive to create a secure, nurturing, and educational environment for children and their families. We believe every child deserves the opportunity to grow physically, emotionally, socially, and intellectually through play, exploration, and learning with others in a fun, safe, and healthy environment.

Through programs and services offered at **Hadih House**, our community drop-in centre, we provide a safe, warm, welcoming space where individuals are supported based on their unique needs. Our programs are designed and delivered to promote a holistic lifestyle, assisting with recovery, fostering wellness, and strengthening family and community connections.

Position Overview

Based in Prince George, this role offers the opportunity to lead a well-respected organization in a vibrant northern community. The organization is entering an exciting period of transition as we strengthen partnerships across northern BC and expand our impact.

The Executive Director (ED) leads a team of 21 staff and works closely with a volunteer Board of Directors to oversee a $1.5M annual budget and community-based programs across northern BC. The organization has a stable funding base supported by government partnerships, earned income, grants, and donations. The ED works closely with a committed and engaged Board of Directors to advance the organization's strategic priorities and long-term sustainability.

The ED provides leadership to the operations and strategic direction of CHNCS. Reporting to the Board of Directors, the ED will manage the day-to-day operations, oversee programs and services, and ensure that organizational goals are met in alignment with CHNC's mission and values. This includes, but is not limited to, the provision of guidance, leadership, and supervision of the Society's employees, as well as the responsible management of the Society's resources, capital assets, and financial reserves.

Additionally, the Executive Director pursues new opportunities and means to best fulfill the Society's Mission Statement.

What We are Looking For

Community is at the heart of everything we do at CHNC. We are seeking a collaborative, community-minded leader with excellent communication skills and interpersonal skills to interact with our community members, families, non-profit partners, funders, government officials, and others connected to our work. The successful candidate will be able to understand data, interpret trends, and use evidence to inform strategic and operational decisions that best support the needs of the community we serve.

We are looking for a highly organized and adaptable individual who can manage multiple priorities, balance competing demands, and respond thoughtfully in a fast-paced and evolving environment. The ideal candidate is proactive, solution-focused, and confident leading both day-to-day operations and longer-term planning, while supporting staff and fostering a positive, inclusive workplace culture.

Key Responsibilities

Operational Leadership: Provide overall leadership for the day-to-day operations of CHNC, ensuring that administrative functions, programs, and services are delivered efficiently, ethically, and in alignment with the Society's mission, strategic goals, and Board-approved priorities. Develop, implement, and maintain operational policies, procedures, and protocols to support consistent service delivery and organizational sustainability.

Staff Leadership & Human Resources: Supervise, mentor, and support staff across both sites to ensure licensing compliance, professional development, and operational success. Oversee all human resource functions, including recruitment, performance management, evaluations, and staff development.

Financial Stewardship & Fund Development: Develop and manage Board-approved annual budgets, ensuring financial accountability and sustainability. Lead fundraising efforts, including grant writing, donor engagement, fundraising campaigns, and reporting to funders. Ensure all activities are completed within approved budgets.

Community Engagement & Advocacy: Act as the primary representative of CHNC, building and maintaining strong relationships with community interest holders, partner organizations, funders, media, and government bodies. Advocate for the organization's mission and services in compliance with the Lobbying Transparency Act. Collaborate with Nusdeh Yoh Elementary School administration and staff on shared challenges and opportunities.

Compliance, Reporting & Accountability: Ensure full compliance with all applicable legislation, regulations, licensing, and funding requirements related to both sites. Prepare and submit required operational, financial, and annual reports, and regularly report to the Board of Directors on organizational performance, risks, and emerging issues.

Program Development & Quality Assurance: Oversee the development, implementation, and evaluation of programs and services to ensure they meet community needs, contractual obligations, and established quality standards.

Strategic Leadership & Governance Support: Work collaboratively with the Board of Directors to develop, implement, and monitor long-term strategic goals and organizational priorities. Ensure the Board of Directors is informed in a timely manner of opportunities, risks, and developments affecting the wellbeing and interests of the Society. Support Board functions, including preparation and delivery of the Annual General Meeting.

Childcare Operations & Licensing: Oversee and support childcare operations, ensuring full compliance with Community Care Facility Licensing, Northern Health, and Public Health requirements. Respond to licensing inquiries, inspections, and recommendations as required.

Hadih House Operations: Support the ongoing operations of programs and services at Hadih House. Work with the Hadih House Manager to troubleshoot operational and facility-related issues and source appropriate solutions.

Qualifications

Education: A relevant degree in social work, non-profit management, business, or related field. We recognize that leadership skills and community knowledge are developed through a variety of pathways. Candidates may bring a combination of formal education, professional experience, and lived or community-based experience. An equivalent mix of education and experience will be considered.

Experience: Minimum of 5 years in senior management or executive roles, preferably in the non-profit sector. Strong background in operations, human resources, financial management, and fundraising.

Skills: Strong leadership, communication, and organizational skills. Proven experience in managing teams, budgets, and community relationships.

Technical Skills: Proficient with office software (Microsoft Office, Google Suite) and basic financial software.

Accountability

The Executive Director is directly accountable to the Board of Directors for the effective management and growth of CHNC, including meeting financial, operational, and strategic goals. A performance review will be undertaken annually by a designated Board Committee.

Compensation & Benefits

CHNC offers a competitive salary and comprehensive benefits package that reflects the scope and responsibility of this leadership role. Compensation will be commensurate with experience, qualifications, and demonstrated skills.

- Comprehensive Benefits
- Competitive Salary
- Professional Development stipend

We are committed to fostering a healthy work–life balance and providing a supportive employment environment that values sustainability, wellness, and long-term growth.