

Job Posting: Chief Executive Officer (Contract)

Organization: Punjabi Community Health Services (PCHS) Manitoba

Position Type: Part-Time (15 hours/week, potential to increase with additional funding)

Location: Winnipeg, MB (in-office/hybrid option available)

Compensation: Contracted position, starting at \$50/hour

Reports to: The Chair, Board of Directors

About PCHS Manitoba

Punjabi Community Health Services Manitoba (PCHS MB) is a community-based, not-for-profit organization dedicated to providing culturally safe, accessible, and stigma-free mental health, wellness, and social support services. We promote equity, inclusion, and understanding across communities, with a focus on supporting Manitoba's South Asian population and fostering collaboration with Indigenous and other diverse communities.

PCHS MB is in a period of exciting expansion—establishing its first permanent community office, broadening programming (including a youth mentorship initiative, bimonthly community drop-in groups, and specialized counselling services), and deepening relationships with funders and partners across the province.

This is an important stage of growth for the organization. The Chief Executive Officer (CEO) will help build the foundation for long-term sustainability and shape future programs and initiatives. As PCHS MB continues to grow, this role has the potential to evolve into a more permanent, senior leadership position for the right candidate who demonstrates commitment and vision.

Position Overview

The Chief Executive Officer (CEO) is the senior staff leader responsible for translating the Board's strategic vision into operational reality. The CEO is hired by and reports directly to the Board of Directors.

As both a **builder** and a **community advocate**, the CEO will:

- Lead with vision and values
- Grow the organization's capacity and impact
- Champion culturally safe, community-driven services
- Strengthen and diversify funding and partnerships
- Support long-term leadership succession and organizational continuity



Core Purpose of the Role

- Implement the strategic goals and objectives established by the Board
- Provide strong, values-based leadership to staff and volunteers
- Drive sustainable growth through diversified funding, partnerships, and innovation
- Strengthen community advocacy and ensure culturally safe and effective service delivery
- Plan and prepare for future leadership succession

General Responsibilities of the CEO

Leader

- Advise and support the Board
- Advocate for change aligned with the organization's mission
- Motivate staff and volunteers in delivering programs and services

Visionary / Information Bearer

- Ensure staff and Board have sufficient and up-to-date information
- Scan the environment for future opportunities and challenges
- Serve as a key link between the Board and staff
- Represent the organization in the community

Decision Maker

- Develop policy and planning recommendations for the Board
- Guide and support staff in operational decision-making

Manager

- Oversee day-to-day operations of the organization
- Implement strategic and operational plans
- Manage human, financial, and physical resources
- Support quality and accreditation-related activities, as applicable

Board Developer

- Assist in the selection and evaluation of Board members
- Support Board orientation, development, and self-evaluation
- Facilitate the Board's evaluation of the CEO



Key Responsibilities

1. Board Governance & Strategic Leadership

- Partner closely with the Board Chair and Directors to advance PCHS MB's strategic direction
- Provide timely information, analysis, and recommendations to support effective governance
- Facilitate Board development, including orientation, evaluation, and governance best practices
- Translate Board policy into actionable operational plans and measurable outcomes

2. Organizational Growth & Program Development

- Lead the expansion of programs such as youth mentorship, community drop-in groups, and culturally tailored counselling
- Oversee the establishment and operation of a permanent community office, ensuring it supports both service delivery and future organizational growth
- Ensure all programming reflects cultural safety, inclusion, and measurable community impact
- Collaborate with academic, government, and community partners to enhance reach and credibility

3. Financial, Facilities & Risk Management

- Develop and recommend annual budgets for Board approval; manage resources responsibly within approved limits
- Maintain compliance with all financial regulations, funder requirements, and reporting obligations
- Diversify and sustain funding through grants, donations, and community partnerships
- Oversee leases and operations of the new office space, ensuring compliance with safety and accessibility standards

4. Human Resources, Mentorship & Team Development

- Recruit, mentor, and retain staff and volunteers aligned with the organization's mission and values
- Foster a supportive, inclusive, and high-performing team culture
- Provide ongoing **mentorship and leadership development** opportunities for staff and volunteers to build internal capacity
- Ensure HR policies comply with Manitoba employment standards, occupational health and safety, and relevant legislation
- Lead organizational **succession planning** by identifying and training emerging leaders to ensure long-term stability and continuity

5. Community Relations & Advocacy

- Serve as the primary spokesperson and ambassador for PCHS MB



- Advocate for culturally responsive health and social-service policies with local, provincial, and federal stakeholders
- Strengthen relationships with funders, community organizations, and media to enhance visibility and reputation
- Ensure the organization's mission, vision, and values are consistently communicated with integrity and impact

6. Fund Development

- Lead the development and execution of fundraising and resource development strategies
- Identify new funding opportunities and partnerships aligned with the organization's mission
- Oversee proposal writing, reporting, and donor stewardship
- Work with the Board to cultivate philanthropic and community investment opportunities

Qualifications & Experience

Education

- Post-secondary education in Community Development, Social Work, Public Administration, Social Sciences, or a related field
- A combination of education and relevant experience will also be considered

Experience

- Minimum 2–3 years of experience in program coordination, community engagement, nonprofit development, or related leadership roles
- Experience in grant writing, fundraising, or partnership development is an asset
- Demonstrated understanding of cultural competency, anti-racism, and equity-based frameworks
- Experience working with diverse and newcomer communities; knowledge of South Asian and/or Indigenous cultures is an asset
- Knowledge of the history, struggles, and current challenges faced by the South Asian community in Manitoba

Skills & Attributes

- Excellent communication and relationship-building skills
- Strong organizational, writing, and project management abilities
- Strategic thinker who can work both independently and collaboratively
- Commitment to equity, diversity, inclusion, and cultural humility



Leadership Profile

The ideal CEO will:

- Be a visionary leader with experience in nonprofit management, health or social services, or community development
- Demonstrate strong fundraising, stakeholder engagement, and partnership-building skills
- Be a strategic thinker with the ability to operationalize plans and manage growth
- Exhibit cultural humility, community advocacy, and strong communication skills
- **Actively mentor staff and foster leadership capacity**, ensuring a clear succession pathway for future organizational sustainability
- Commit to multi-year organizational development and proactive succession planning

Accountability & Performance Review

The Board of Directors will review the CEO's performance annually in relation to strategic and operational goals. The CEO's job description will be reviewed and updated as needed to reflect the evolving needs of the organization.

How to Apply

Please send your resume and a short cover letter outlining your interest and relevant experience to:

 info@pchsmb.com

Subject line: PCHS MB – Chief Executive Officer

Applications will be accepted until **January 16, 2026**, or until the position is filled.

Board Chair:

Randeep Sidhu-Saini, Board Chair

Date: _____

