



Mill Cove Nursing Home Inc. ("MCNH"), located on the shores of Grand Lake, Mill Cove, New Brunswick is seeking an Executive Director to lead the Home in providing exceptional care to its residents; instilling respect, trust, and compassion in all MCNH employees who contribute to the provision of that care; responsibly managing the Home's financial and capital resources; and serving our local community.

MCNH is a licenced 65-bed not-for-profit nursing home with approximately 120 employees, situated in a rural community between Fredericton, Moncton and Saint John. Its mission is to provide comfort and care in a safe and healthy family environment and to treat each of its residents, and their family members, with the respect and dignity they deserve.

The job: The Executive Director, reporting directly to a volunteer Board of Directors, is responsible for the overall leadership and day-to-day operations of the Home.

Responsibilities: Working collaboratively with their management team, their primary responsibilities are to: ensure the well-being, safety, and comfort of residents; foster a respectful workplace by building on a culture of trust, strong communication, accountability, and team building; and exercise sound operational and financial management practices. More specifically the Executive Director is responsible for:

- Building trusted relationships with residents, families, staff, unions, government partners, and the Board of Directors
- Ensuring compliance with all legislation, regulations, standards and operating procedures to which MCNH is held accountable and which ensure MCNH is providing an exceptional level of person-centred care
- Delivering measurable operational excellence through data-driven decision-making and outcome-based reporting
- Managing an annual budget of ~\$13M, of which ~\$7.8M is allocated for personnel, by exercising strong financial stewardship, forecasting, and budgeting practices
- Driving continuous operational and organizational innovation, improvement, efficiencies, and implementing change in a thoughtful, sustainable manner
- Overseeing human resources, including labour relations in a unionized environment, recruitment, orientation, retention, and overall employee wellness
- Ensuring the occupational health and safety of all MCNH employees

Qualifications:

- Minimum of five years of senior management experience, preferably in long-term care, healthcare, seniors' services, or a related field
- Baccalaureate degree in a field of study relevant to the operation of a nursing home including or supplemented by recognized courses in administration and/or health care. A proven record of effective organizational management may also be considered.
- Demonstrated collaborative leadership style
- Strong financial management skills and experience in managing departmental budgets
- Excellent communication skills
- Results-oriented, strong organizational skills, and ability to manage and meet competing deadlines
- Capability to act as a strong advocate for residents, employees, and the Home within the community, the government, and with all other stakeholders

The Ideal Candidate:

- You are a respected leader who has instilled the confidence and trust of those to whom you have reported and those who have reported to you
- You have a proven record of working as part of a multi-disciplinary team
- You have a record of creatively solving problems, being proactive in making change, and bringing people together to move those initiatives forward
- You have experience in working in a highly regulated field in a unionized environment
- You have experience working under the governance of a Board of Directors and aligning operational activities with mutually agreed upon strategic plans and objectives
- You identify with the MCNH values of respect, integrity, responsibility, transparency, responsiveness, and accountability.

Salary range: \$125,000 to \$130,000, negotiable

Please submit your resume and cover letter in confidence to ExDirSearch@millcovenh.com

Deadline for receiving applications: 09 October 2026