

JOB OPPORTUNITY – EXECUTIVE DIRECTOR

Caldwell Family Centre Inc. 1475 Caldwell Avenue Ottawa, Ontario K1Z 5L6 www.caldwellfamilycentre.ca

Are you looking for a position where you can make a difference in our Community? Nurture and grow a regional organization that has played a critical role in the lives of thousands of individuals in Ottawa? And create the winning conditions to work with an even greater number of people in need?

The Caldwell Family Centre is looking for an **Executive Director** to lead its dedicated staff and volunteers whose Mission is to reduce the impact of poverty in Ottawa. We need a leader who has the skills for success. Our community is home to a wide diversity of people: families, individuals, children, youth, seniors, many of whom are newcomers to Canada and many with more needs and challenges than other areas of Ottawa.

About Caldwell Family Centre

The Caldwell Family Centre has been providing a wide range of social services in a safe and welcoming environment to the residents of the Carlington area of Ottawa for over 35 years. Currently we provide a daily drop-in centre, a Food Bank, health and crisis counselling referrals, support for seniors in isolation, and other needed programs. With increasing demands, the Centre needs a dynamic leader that can build on our successes and position us to address the current and future needs of our community. The Centre's new leader will be an advocate for community members, a motivator for staff and volunteers and must help grow connections with other agencies, all levels of government, the private sector, and individuals.

About the Position

Reporting to the Board of Directors, the Executive Director is responsible for the overall operations and outreach of the Centre. The incumbent will have superior leadership and management skills required to manage staff and coordinate the many volunteers. The Executive Director plays a visible role within the community and is expected to develop, maintain, and leverage the partnerships required to deliver programs, secure grants, increase funding and donations as well as further the Centre's organizational objectives.

Mandatory Qualifications

- 5 or more years experience in managing both people and financial resources, preferably in the field of social services, health, or a program-delivery organization.
- Post-Secondary school degree or diploma or acceptable combination of education, training and experience in health administration, policy administration, business, or a related discipline.
- Demonstrated ability to communicate effectively (both oral and written) with people from a wide array of social and cultural backgrounds.
- Demonstrated ability to manage and engage in effective dialogue on complex issues such as poverty, with a variety of stakeholders.
- Experience developing, maintaining, and leveraging partnerships to achieve organizational objectives.

Qualifications Considered an Asset

- Experience of marketing, fundraising, and/or management of a non-profit charitable organization.
- Experience in writing successful grant applications, preferably for non-profit or charitable organizations.
- Experience running a capital funding/donation campaign.
- Experience working with an organization led by a Board of Directors.
- Experience acting as a media spokesperson on behalf of an organization or cause.

Language Requirements

- Fluency in English is required; French is an asset.

Starting Salary Range

- \$80,000 - \$95,000 per year (based on skills and experience)

Please indicate your interest in this position by forwarding your resumé and covering letter to the Executive Director Search Committee via email to paula.klein@caldwellcentre.ca no later than **September 15, 2023**. Your cover letter **MUST** clearly demonstrate how you meet the qualifications in the position.