EXECUTIVE DIRECTOR
FULL TIME

Family Transition Place (FTP) is working to create a community where all individuals can belong, living with respect, equity and in safe, healthy relationships. We provide shelter to those who identify as women, with or without their children, and counselling to individuals who have experienced gender-based or sexual violence, and deliver healthy relationship education to youth in schools throughout Caledon and Dufferin.

We are seeking a full-time Executive Director to strategically lead FTP, and the Leadership Team with integrity, compassion, confidence and sound decision making. The successful candidate will have extensive experience in the Violence Against Women sector, and a familiarity with and connection to the communities we serve.

Responsible To: Board of Directors
Positions Supervised: Leadership Team members
Hours of Work: 35 hours per week - Monday through Friday with weekend and evening hours, as required

Purpose of Position: The Executive Director is accountable to the Board of Directors for:

- Professional and effective management of the organization
- Development and implementation of programs in accordance with the goals and objectives of the organization as identified in the By-Laws and Strategic Plan(s)
- Efficient utilization of human, physical and financial resources
- Effective control and disbursement of budgeted funds
- Positive liaison with community organizations, related agencies and funding bodies

Responsibilities:

1. The Executive Director is responsible to the Board for the organization, management, and day to day activities of the Agency in accordance with the Resolutions, Policy Statements and Executive Limitations or delegated authority as established, ensuring the delivery of professional services of the agency to the community by:

- Fostering the values, culture and philosophy of the Agency
- Providing leadership and support to the Board to assist with the execution of their duties and with their responsibility to develop and periodically review the Objects, Vision Mission and Value Statements, Strategic Plans and Policy Statements of the Agency
- Providing leadership, direction and development through annualized operational planning to ensure the implementation of the Agency's Vision, Mission and Values' Statements and current Strategic Plan

- Establishing and maintaining an organizational structure that ensures accountability of all departments and staff for fulfilling the Objects, Mission, Vision and Values, Strategic Plans, Budgets and Policy Statements of the Agency and Resolutions of the Board
- Ensuring that appropriate systems and structures are in place for the effective management and control of the Agency and its resources, including the employment, development, control, direction and discharge of all employees of the Agency
- Ensuring structures and systems for the development, review and recommendation of new programs, program expansions or changes
- Ensuring effective human resources, planning and identifying resources implications and ensure compliance with required employment legislation and regulations
- Being responsible for the payment by the Agency of all salaries and amounts due from and owing by the Agency which fall within the scope of the approved annual budget or otherwise as may be established by Resolution of the Board; this includes making all required statutory remittances
- Actively pursue alternate sourcing of funding to support strategic and operational plan goals and objectives and to support the sustainability of current programs and services
- Being fiscally responsible to all funders, donors, sponsors, and stake holders; Ensuring that client and agency materials are retained according to legislation and agency policy
- Communicating with related agencies in order to promote the coordination and / or planning of local services
- Representing the Agency externally to the community, government, media and other organizations and agencies as directed by the Board
- Co-ordinating and reviewing all publications, fundraising, conferences and public relation programs operated by the Agency
- The Executive Director shall attend all Board meetings as a non-Member and participate fully except when the Board is discussing the performance, salary or benefits of the Executive Director
- Providing the Board with regular Executive Director reports on the activities of the Agency and the Strategic Plan

2. Supervising Management Team by:

- Interviewing, selecting and training of team
- Scheduling, coordinating and approving staff absences
- Maintaining all necessary statistics
- Providing ongoing guidance/direction to individual staff and to the Team
- Being accountable for ongoing performance appraisals and regular formal supervisions Ensuring that staff comply with the Professional Standards and Ethics Policy and all other agency policies and procedures
- Recommending and approving professional development and training as required

3. Participating in the Family Transition Place Management Team by:

- Participating in agency and sector-based awareness initiatives
- Providing direction and support to all members of the Leadership Team
- Chairing regular Leadership Team meetings
- Leading the team in all strategic planning and visioning activities to help set future goals and direction for the agency
- Leading the Leadership Team in the development of the annual Operational Plan
- Participating in the formulation/monitoring of budgets and ensuring responsible fiscal management
- Being accountable for ongoing agency evaluation and regular formal reviews
- Researching and applying for appropriate grants
- Maintaining relationships with funders
- Participating as agency representative at community and sector planning tables and forums as required
- Providing training to staff and agency on new service related initiatives as required
- Ensuring that Ministry directions and Legislative standards are met
- Adhering to FTP policies and procedures and compliance with required legislative and regulatory requirements such as OHSA, AODA, etc.

4. Performing such other duties as may from time to time be determined by the Board

Qualifications and Core Competencies:

- Post-secondary degree in Social Sciences, Humanities or Business, continuing education, executive leadership education or Master's degree in a related field would be an asset
- Minimum five (5) years in a program and services leadership role, preferably in social services
- Demonstrated knowledge and experience providing programs and services in a feminist -based framework
- A commitment to feminist principles of equity and empowerment for individuals
- Excellent communication and interpersonal skills, specifically in the areas of funder engagement, community engagement, employee and volunteer engagement
- Excellent public speaking skills
- Proven ability to work collaboratively within a sector and local community to advance social issues through advocacy and strategic approaches to broad community dialogue
- Demonstrated management skills in the following areas:
    - program planning
    - client service delivery
    - grant writing
    - problem solving
    - risk management
    - employee relations
    - operational planning

- Demonstrated ability in the area of budget planning and management
- General knowledge of facility management and oversight
- Previous experience working effectively with a board of directors is an asset
- A commitment to feminist principles of equity and empowerment for individuals
- Works from an ARAO/Intersectionality lens

Employment Requirements:

- Vulnerable Sector Police Clearance Certificate and maintaining of clearance requirements during course of employment
- Valid driver's license and insurance

Physical / Mental Effort:

Based on the work schedule/flow the frequency of the following tasks will vary according to need:

- Changing priorities and work flow to accommodate needs of others, and imposed deadlines
- Utilizing interpersonal skills, empathy and acute listening skills when dealing with staff, clients, members of community and general public
- Demonstrating critical and strategic thinking, excellent problem-solving and crisis management skills
- Working under pressure to meet imposed deadlines while performing daily duties
- Reviewing others' work for accuracy

Working Conditions:

- Private office
- Busy environment with many interruptions
- On call after hours
- Many activities occurring in community settings
- Rural and urban driving conditions in all seasons

Compensation:

- Salary Range: $95,000 to $110,000
- Competitive Employee Benefits package

The successful candidate will join a compassionate and forward-thinking team of professionals. We provide an attractive benefits package that includes vacation, sick and personal time. As well, we provide flexible work arrangements.

Our steadfast feminist and family-first approach guides the work we do. We are committed to ensuring that FTP continues to boast strong staff retention and satisfaction through consistent collaboration, communication, skills and culture development opportunities throughout our organization.

Our commitment to our internal agency values of compassion, integrity, equity and social justice is unwavering, and we are striving to create a culture that reflects those values.

We are committed to unlearning biases and working towards undoing systemic racism and oppression towards Black, Indigenous, People of Colour, 2SLGBTQ+ and all marginalized identities.

We are focused on innovation and enhancement of our services for the people we support; we are equally focused on creating a workplace that 'works' for our staff. We are deeply proud of the culture we have developed and the staff who continue to help us shape it. We'd love to have you join us!

FTP is dedicated to achieving a workplace that is rooted in equity and is inclusive of a broad diversity of cultures, identities and abilities. We welcome applications from all qualified candidates, however only candidates selected for an interview will be contacted.

Please forward a Letter of Application and Resume
by 12 p.m. on Friday, March 15, 2024 to:

michelle@lakelee.ca