

EXECUTIVE DIRECTOR

JOB POSTING (For Internal & External Distribution)

Summary

Are you a seasoned non-profit senior management professional with a grassroots soul? Delta Family Resource Centre is seeking a values-driven, collaborative, inspiring Executive Director to lead Delta Family into its next chapter of evolution and growth.

Organization Description

Delta Family Resource Centre (DELTA FAMILY) is a B3, community-based non-profit agency that is committed to enhancing the potential of children, families and seniors. Delta Family offers programs, services and supports for Black and other priority populations in Northwest Toronto to amplify their resilience and strengths. Delta Family supports parents, children, youth, seniors, and communities with activities that focus on capacity building, poverty reduction, family wellness, individual and family mental health, leadership development, and supporting youth involved in the justice system and other systems that have historically disadvantaged Black communities (Education, Care). With a main office and seven satellite locations in North West Toronto and a staff of 60 qualified professionals, Delta Family has been recognized for its innovative programs and culturally relevant programming for Black communities, its strong capacity building with Black and racialized groups and a commitment to building communities where all people thrive.

The Opportunity

The Executive Director provides operational and strategic leadership to Delta Family to ensure that the organization serves its mission and vision and achieves its objectives. Reporting to the Board of Directors, the Executive Director provides effective administration of all programs and services, leads the human resource management, oversees the financial operations, and with support from the management team, initiates, develops and maintains partnerships and manages funder relationships. The Executive Director is responsible for seeking and acquiring funding contributions, grants, and donations from federal, provincial, and municipal governments and foundations and supports the development of a fundraising strategy to ensure the financial stability of Delta Family. The Executive Director also oversees all required statutory and accreditation-related compliances including financial reporting and compliances.

Key Responsibilities

Organizational Development and Strategic Leadership:

- Provides leadership in advancing the mission and vision of Delta Family
- Leads and oversees the development and provision of needed programs and services for families, children, youth, adults, seniors and newcomers
- Provides leadership in creating customized services for and with Black communities as a B3 agency
- Supports the management team in developing and implementing program plans
- Works with the management team to review and evaluate programs and develop annual plans consistent with strategic directions
- Supports inclusive triennial strategic planning process and ensures planning decisions are used in setting annual program/project goals
- Provides an annual calendar that guides operations during the year

- Leads and promotes diversity, equity, access and inclusion through all of Delta Family's programs, services and operations
- Leads by example in promoting a values-based organizational culture that fosters cooperation, open communication, teamwork, and a common organizational vision.
- Ensures that Delta Family develops and adheres to comprehensive policies and procedures
- Works with Delta Family's Board of Directors and management in determining advocacy roles for Delta Family and in representing Delta Family in advocacy initiatives
- Provides leadership in identifying, acquiring and responsible use of appropriate technology including AI, client relationship management, and social media tools to enhance programming and outreach
- Provides leadership in identifying and responding to emerging trends that impact the communities served, the sector and the organization.

Funding and Financial Management:

- Effectively manages and seeks to grow an organization budget of \$6+ million
- Prepares and/or approves all Delta Family funding applications and reports to funders
- Builds and maintains a team of grant writers to contract their services when needed
- Identifies and negotiates new funding and funding contracts
- Develops strong working relationships with funders and represents Delta Family with funders and donors
- Assists in the preparation of a comprehensive annual budget
- Expends funds within the limits of the annual budget and operating plan approved by the board and parameters set in policies
- Responsible for bringing to the attention of the board, variances to approved budgets, and the need for special and exceptional expenditures not included in the budget
- Ensures that the agency operates within budget guidelines and works with the Finance Coordinator, Finance Manager and finance committee to prepare budget revisions as needed through the year.
- Ensures that Delta Family prepares for and complies with annual audit requirements and successfully completes the annual financial audit.
- Works with the finance committee to develop and maintain sound financial policies and practices
- Signs cheques on behalf of the agency with a second authorized signature by a member of the Board of Directors or designate required on cheques

Human Resource Management:

- Holds ultimate responsibility for the recruitment, employment, and release of all Delta Family personnel
- Works with the Operations Manager to ensure that job postings/descriptions are developed, that regular performance evaluations are held, and that sound human resource practices that are consistent with Delta Family's values are in place
- Ensures that an effective management team, with appropriate provisions for succession, is in place and provides orientation, training, supervision and evaluation of all management team members
- Encourages and supports staff development and training

- Participates in biennial or triennial collective bargaining negotiations and presents the collective bargaining agreement to the board for final approval
- Maintains a strong working relationship with the union representing the organization
- Works with pro-bono legal firm to resolve employment-related issues proactively
- Maintains a workplace culture and environment that attracts, retains, and motivates a diverse staff with top talent and skills
- Works to ensure that the organization offers competitive compensation and benefits to attract and retain top talent
- When necessary, conducts or designates an investigator to conduct investigations into client and staff complaints to resolve the complaint.
- Ensures accessibility, transparency and integrity in interactions with staff
- Leads by example, ensuring that staff can expect and receive equitable and fair treatment

Board Administrative Support:

- Works with the Board of Directors to develop strategic priorities and plans
- Serves as an advisor to the board on policy and issues that affect the programs and services provided by the organization
- Provides the Board with the information it requires to govern effectively, make informed decisions and monitor the overall performance of the organization in achievement of approved goals.
- Works with the chair to develop agendas for Board meetings, retreats and the Annual General Meeting

Community & Public Relations:

- Represents Delta Family on community committees, networks and coalitions
- Stewarding, building and enhancing Delta Family's strong reputation with clients, funders, partners and other stakeholders
- Establishes and maintains sound working relationships and partnerships with community groups and organizations
- Speaks and makes presentations about Delta Family and its programs, services and community to a wide variety of organizations and institutions
- Acts as the media spokesperson for Delta Family

Required Qualifications and Experience

Must Have

- The minimum education required is a master's degree in Social Work, Social Sciences, Project Management, or Human Resources or equivalent combination of experience and education in a related field.
- A minimum of three years of senior management/executive experience working within multi-service, multi-funded and unionized organizations.
- Lived experience of the issues facing Black communities
- Experience in working with or demonstrated knowledge of services for Black and other marginalized communities including newcomers.
- Experience in program and community development, human resources, non-profit finances and working with non-profit boards.

- Experience developing and maintaining partnerships with government and other funders and nurturing mutually respectful relationships with grassroots (predominantly Black and racialized) organizations and groups to facilitate capacity building and provide trustee support.
- Demonstrated expertise in resource development, with a track record of having successfully secured funding for organizations.
- Experience working collaboratively with a management team as well as working in a hybrid workplace.
- Experience developing and or leading Equity, Diversity, Access and Inclusion initiatives

Nice to Have

- Lived or working experience and or knowledge of North-West Toronto and issues affecting local neighbourhoods
- Ability to speak a language commonly spoken among communities in North-West Toronto, besides English and French

How to Apply

Delta Family has retained a recruitment advisory and support service to conduct and manage the search for our next Executive Director.

Interested applicants are requested to submit their cover letter and resume to mohan@campuslogix.com by email with the subject line – ‘Delta Family ED Hiring’ until position filled. Applicants must include responses for the following in their cover letter:

1. Timeline for joining with due consideration for notice period with existing employer if any
2. Expected annual salary for the responsibilities and nature of the organization detailed above

Delta Family welcomes applications from all qualified individuals and encourages applications from individuals with lived experience of the issues facing Black communities, people of color, women, LGBTQ+ individuals, and people with disabilities.

Delta Family reserves the right to screen and interview applicants before the deadline for applications. While we are thankful to all applicants for their interest, we will only be able to respond to shortlisted applicants.

Accommodations

Delta Family is committed to providing an inclusive and accessible environment for staff, volunteers and clients. Candidates who need accommodations may request accommodations and Delta Family is committed to providing reasonable accommodations during the hiring process.