

Career Opportunity: Executive Director

Location: 2100 Ellesmere Road, Suite 245, Scarborough, Ontario M1H 3B7

Weekly Hours: Monday to Friday, some evening meetings

Salary: \$85,000 to \$95,000, with health plan benefits after 3-month probation

Application Deadline: June 5th, 2026

Start Date: Fall 2026

RESPONSIBILITIES

Reporting to the Board of Directors, the Executive Director (ED) is the most senior staff person, accountable to the Board of Directors (the Board) for the day-to-day management of the organization. The ED's approach to this role is guided by the organization's mandate, mission and values, and by the priorities and limitations established by the board, by funders, and by legislation. The ED works in partnership with the Board to accomplish the objectives of the organization.

Support to the Board

- Provides advice and continuity for the Board around strategic directions, priorities, mission and policies
- Carries out the Board's directions, priorities and policies
- Ensures that Board direction, priorities and policies are communicated to staff and that operations are consistent with these policies
- Recommends revision to policy and practice as needed, based on legislative changes, best practices, and organizational changes
- Supports board committees with developing and adhering to a policy review schedule
- Oversees management and administrative tasks that ensure that the Board and its Committees are supported in achieving their business plans
- Ensures staff representation in board committee meetings
- Provides monthly reports to the Board on the activities of organization and the accomplishment of the strategic directions
- Keeps the Board current with changing program and funding requirements, providing Board members with opportunities to understand and support the ED in a changing environment
- Conducts initial interviews with members of the public who are interested in volunteering as a committee or Board member

Finance & Administration (including Risk Management)

- Monitors the organization's overall financial performance on an ongoing basis
- Ensures that the Board is provided with monthly financial management statements and quarterly full financial statements
- Oversee annual and revised budgets for the agency and special projects for Board approval, working in partnership with the Program Manager, Bookkeeper, Treasurer & Finance Committee
- Ensures compliance with Canada Revenue Agency requirements and Ontario Not For Profit legislation (ONCA)
- Ensures that the organization maintains accurate books of account
- Exercises signing authority up to the level approved by the Board, consistent with the financial policies and limitations of the organization
- Ensures that financial reports to funders are complete, accurate and filed on time, obtaining Board approval where necessary
- Provides the Board, the Treasurer and the auditor with the necessary tools, resources and information to perform their roles or tasks
- Ensures that adequate insurance coverage is maintained and reviewed as needed based on legislative changes, asset developments or trending concerns
- Ensures that the Finance Committee and the Board is regularly advised of any risk/liability issues that could threaten the assets or the reputation of the organization – including financial, legal, operational and reputation risks
- Oversees the management of the agency's database

Human Resource Management

- Creates and supports a positive organizational culture for staff, placement students and volunteers
- Recruits, screens, hires, oversees and evaluates the Program Manager, counselling staff and admin staff
- Provides guidance to direct reports through regular supervision, ongoing constructive feedback and coaching
- Sets wage rates for employees and facilitators with Board oversight
- Handles discipline and/or termination of any employee, facilitator, or placement student, in collaboration with the Program Manager (as appropriate) and with the support of the Governance Committee and/or Complaints Officer, in accordance with the HR policy

Program Management

- Oversees overall program planning and delivery, including developing and managing partnerships
- Ensures that monitoring and evaluation processes will satisfy funder and Board requirements, and provide valuable information for program-planning decisions
- Reviews client input and summaries of evaluation findings

Fundraising & Resource Development

- Oversees the preparation of funding and project proposals to government, foundations, corporations, service clubs and groups
- Ensures the timely submission of required reports to funders
- Maintains liaison with key funders in order to assess impact of funder priorities on agency funding
- Manages donor relations and key funder communications
- Develops relationships with potential and current donors to continue to grow the donor base and funding

Liaison & Public Relations

- Accountable for representing the agency to government, funders, community partners and members, maintaining positive relations, communication and effective partnerships with these stakeholders at the local, provincial and national levels
- Ensures that all communications are consistent with the mission, priorities and directions established by the Board and that they present a positive image of the organization
- Monitors the Centre's social media presence and advises on content
- Handles all media inquiries and interviews
- Monitors on-line and news media for news relevant to the Centre
- Liaises with the Consumer Advisory Group to get client perspective on the Centre and provide Board and relevant staff with updates
- Guides the production of communications materials such as newsletters, bulletins, special mail-outs, the Annual Report, website, social media engagement, with the support of the Communications Committee

REQUIRED QUALIFICATIONS

- A minimum of seven years of progressive management experience, in a not-for-profit setting
- University degree or acceptable equivalent combination of education and experience. A graduate degree in Social Work is preferred
- Excellent knowledge of issues relevant to women's services (including but not limited to issues related to violence, emotional health, emotional security for women of diverse backgrounds,

and the impact of the intersectionality of identity with gender). Knowledge of the Toronto/Scarborough service sector would be an asset

- Excellent knowledge of human resources legislation and legislation and issues pertaining to the voluntary/charitable sector
- Application of management theories, practices and organizational development approaches
- Human resource management and team-building experience in a social services setting
- Excellent leadership, interpersonal and human relations skills
- Respect for and promotion of equity, diversity, inclusion and anti-oppression
- Experience with not-for-profit financial management systems and practices
- Fundraising and funder/donor relations experience
- Application of community development principles
- Implementing principles of program planning and evaluation
- Planning and priority setting, including execution and multi-tasking in a high-demand environment
- Supporting and working with a volunteer Board of Directors and Board committees
- Strong verbal and written communication skills
- Entrepreneurial skills used in promoting the agency through networking with various stakeholders, targeting funding proposals, fundraising, and partnership development
- Decision-making and problem-solving skills, including conflict resolution and management
- Experience managing all external and public relations, communication vehicles, including social media

ABOUT US

Scarborough Women's Centre (SWC) empowers women to become economically and emotionally independent for future success and to strengthen their local communities, free from violence. The Centre delivers programs and services to promote positive change for women in a safe, inclusive and welcoming environment. All services are free. Learn more about our impact at scarboroughwomenscentre.ca.

HOW TO APPLY

Please send your resume and a covering letter with the subject line "Executive Director" to hire@scarboroughwomenscentre.ca.

SWC is committed to equity, diversity, inclusion, and creating an accessible environment for everyone. We welcome applications from women, Indigenous peoples, racialized individuals, people of all sexual orientations and gender identities, and persons with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.