



Position: Executive Director

Location: The Good Companions, Ottawa, ON

About Us:

The Good Companions Seniors' Centre in Ottawa is a non-profit, multi-service organization dedicated to enhancing the lives of older adults. We offer a wide range of social, recreational, educational, and volunteer activities, along with essential social and health services.

Role Overview:

We are seeking a dynamic and visionary Executive Director (ED) to lead our organization through a period of significant change and growth. The ideal candidate will be a transformative leader, focused on fostering an inclusive culture, enhancing internal capabilities, and ensuring the sustainability of our programs and services through effective fundraising and talent management.

Key Responsibilities:

- **Strategic Leadership and Change Management:**
 - Lead the organization through transformation, prioritizing staff, and client well-being, and fostering a culture of inclusion, respect, and continuous improvement.
 - Develop and implement action plans that align with the organization's strategic goals for the next 3 years.
 - Guide workforce transformation to ensure program and service continuity amid expected senior team attrition and retirement.
 - Identify, assess, and mitigate organizational risks, and engage with the Board on risk management when needed.
- **Governance**
 - Build and maintain a professional and collaborative relationship with the volunteer Board of Directors, providing advice, recommendations, and reports to enable the Board to make sound strategic decisions.
- **Fundraising and Financial Management:**
 - Develop and execute comprehensive fundraising strategies to support the programs and initiatives, building a sustainable fundraising capability.
 - Ensure financial stability and sustainability through effective budget management and financial oversight.
- **Talent Management:**

- Attract, retain, and develop a high-performing team by clearly communicating the organization's employee value proposition, including competitive compensation, growth opportunities, and meaningful work.
- Foster an inclusive and positive environment for staff and clients, emphasizing sustainable workloads and a welcoming workplace.
- Implement programs and initiatives that support the professional growth of staff, with a focus on women and underrepresented groups.
- **Operational Management:**
 - Provide leadership to the senior management team in overseeing the day-to-day operations, ensuring the delivery of high-quality programs and services.
 - Explore strategic opportunities, such as property development, to mitigate future operational risks.
- **Community Engagement and Advocacy:**
 - Build and maintain strong relationships with stakeholders, including members, volunteers, donors, and community partners.
 - Advocate for the needs and interests of seniors and adults with physical disabilities in the Ottawa area.

Qualifications:

- **Education, Certifications, and Licenses:**
 - Minimum undergraduate degree, ideally relevant degree at the post-graduate level in Social Work, Healthcare or Business Administration, or a combination of relevant experience and education.
- **Professional Experience:**
 - Proven experience as an Executive Director or in a senior leadership role, preferably in the non-profit sector.
 - Demonstrated success in leading organizational change and building internal capabilities.
 - Strong fundraising and financial management skills.
 - Proven experience in developing, implementing, and evaluating programs.
 - Excellent interpersonal and communication skills.
 - Ability to attract and retain top talent and foster a positive organizational culture.
 - Strategic thinker with the ability to develop and implement long-term plans.
 - Proven success in growing and enhancing membership.
 - Extensive experience collaborating with a Board of Directors and diverse funding bodies.

- Commitment to the mission and values of The Good Companions Seniors' Centre.
- **Language Requirements:**
 - English essential, Bilingual (English and French) an asset.

Compensation:

This wonderful opportunity offers the ability to make a significant impact leading and growing an impactful nonprofit. Starting compensation includes a competitive salary (\$125,000 - \$155,000) dependent on experience, and a full benefits package.

Start Date:

January 2025

Work Location:

Ottawa – Hybrid Position

Inclusion and Accommodation:

The Good Companions Seniors' Centre is committed to providing an inclusive, equitable, and accessible environment, where all employees feel valued, respected, and supported. We welcome applications from all qualified candidates who can help us build a workforce that reflects the diversity of Canadian society. Workplace accommodation measures are available to all candidates identifying a need during the selection process.

Application Process:

Interested candidates are invited to submit their resume and cover letter outlining their qualifications and vision for the role to edtgsearch@gmail.com by November 3, 2024

The Good Companions Seniors' Centre is an equal opportunity employer and encourages applications from all qualified individuals. We thank all applicants for their interest; however, only those selected for an interview will be contacted.