



## **EXECUTIVE DIRECTOR**

Activity Haven (AH) is actively recruiting for an Executive Director to lead their team in Peterborough, ON. AH is a Seniors' Recreation Centre that offers recreational, instructional and leisure programs to people aged 50+ from Peterborough and surrounding area. It was founded in 1975 by some sixty retirees and operated in co-operation with the City of Peterborough Recreation Division and the Ministry of Community Services. Membership has grown steadily over the past 44 years to approximately 1,300 in 2019. The annual operating budget is approximately \$500,000. Donations are an integral part of supporting the ongoing operation.

Reporting to the Board of Directors, the Executive Director is the leader and public face of AH, responsible for the implementation and administration of the programs, policies, finances and property of the centre, within the guidelines established by the Board of Directors.

Working with others as a leader and as a partner, the Executive Director will continue to encourage engagement of staff and volunteers who provide a full range of programs and services for seniors in the community. An important part of the role will be establishing relationships with other agencies and financial partners at the municipal, provincial and federal level.

## **POSITION QUALIFICATIONS**

- Bachelor's degree or Community College diploma in appropriate discipline.
- Transparent, supportive and high integrity leadership.
- Two or more years non-profit management experience.
- Experience and skill in working with a Board of Directors.
- Understanding of and sympathy for seniors' issues.
- Ability to think and plan strategically.
- Ability to oversee and work with staff.
- Fundraising experience and ability to generate new revenue streams.
- Solid organizational abilities.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.
- Strong computer skills (Word, Excel and Internet researching).
- Satisfactory Criminal Records Check.

**Peterborough's a Great Move:**

The Greater Peterborough Area is a unique community known for its exceptional quality of life and beautiful setting in the Kawartha Lakes tourism region. Peterborough has everything - a multitude of recreational opportunities, a diverse industrial, commercial and agricultural base, quality health care and excellent schools - including two post-secondary institutions. Peterborough is just 90 minutes from the Greater Toronto Area. Real estate is relatively affordable, the air is clean and communities are safe. With a population of approximately 135,000 (which increases substantially in the summer cottage season) the Greater Peterborough Area is the regional centre for East Central Ontario and draws from a market population of 350,000.

Interested individuals should forward their cover letter and curriculum vitae or inquiries to: Lisa Ruston, Recruitment Consultant: [edrecruitment@activityhaven.com](mailto:edrecruitment@activityhaven.com) POSTING CLOSES: **November 21, 2019 at 4pm.**