



**JOB POSTING**  
**Executive Director**  
**Guelph Wellington Seniors Association**

The successful candidate for this new Executive Director position will be responsible for the day-to-day operations of the Guelph Wellington Seniors Association, one of the largest seniors' organizations of its kind in Canada, with over 2500 members. The GWSA seeks a forward thinking, motivational leader and strategic community partner committed to excellence in seniors' programs and services. The Executive Director will report to the Board of Directors and will work closely with the Board and the City of Guelph.

**HIGHLIGHTS:**

- Provide effective leadership for the operation of all GWSA programs and services
- Secure and grow broad-based funding for sustained operation and growth
- Represent the association in an exemplary manner with all partners and stakeholders
- Operationalize strategies to achieve outcomes which support our mission and strategic priorities
- Manage GWSA's Community Support Services to provide for the needs of vulnerable seniors
- Provide oversight and communicate meaningful reports on staffing, programs, resources, and finances

**COMPENSATION:**

- This position provides an annual salary of \$70,000-\$75,000 commensurate with relevant education and experience, and an available allowance in lieu of benefits.
- This position will be considered a three year employment agreement with a six month probationary review.

**KEY RESPONSIBILITIES:**

- Manage the operation of the Guelph Wellington Seniors Association
- Assess community needs for seniors programs and services, including demographic analysis of population changes, equity and diversity, and widening the scope of participation
- Ensure the highest quality and effectiveness of all GWSA programs and services
- Work collaboratively with the Board's committees in the development, implementation, and evaluation of policies and procedures
- Manage the GWSA's Community Support Services including supervision of its team of staff and volunteers
- Provide financial accountability in collaboration with the Finance Committee
- Secure and grow funding through grants, foundation funding, and donors, including fundraising events, sponsorship, and philanthropy/bequests
- Liaise and work collaboratively with community groups, outside agencies, organizations and funders in the delivery of on-site, community, and in-home programs and services
- Work with leaders in business and government to explore applicable initiatives and build long-term strategic partnerships to fulfill the organization's needs
- Ensure the organization operates in compliance with accepted codes of practice, all laws and regulations, and within the GWSA By-Law and Policies
- Provide comprehensive reports to the Board of Directors at its monthly meetings and otherwise as required
- As a representative of the organization, model superior professional and ethical standards at all times
- Perform other duties as assigned

**QUALIFICATIONS:**

The ideal candidate will be highly motivated, with appropriate skillsets to help fuel the growth of our organization, including:

- University or College degree or equivalent with a focus on Social Services, Social Work, Human Services, or other related disciplines
- A minimum of five years relevant leadership experience preferred
- Candidates with equivalent combination of relevant education and experience will be considered
- Proven leadership in not-for-profit organizations with superior verbal and written communication skills
- Demonstrated success in fundraising and sourcing broad-based financing, including grant writing
- Demonstrated familiarity and experience working with older adults, including vulnerable seniors
- Personal commitment to the principles of equity, diversity, and inclusion
- Experience in initiating, planning, implementing, and evaluating programs and services
- Background in effectively managing financial, material, and human resources
- Exceptional interpersonal skills with the ability to influence, inspire, and engage key stakeholders
- Proficiency in the use of technology, including computers (Windows; MS Office) and social media
- Ability and willingness to complete all appropriate training as required, including Standard First Aid and CPR-C, and AODA
- A satisfactory Police Record Check and Vulnerable Sector Check will be required at the time of offer

**NOTES:**

- Applicants are required to demonstrate in their application how their qualifications match those specified above. Assessments based on all of the responsibilities and qualifications will be a part of the interview, written and/or practical test and reference checking
- This position will require travelling both inside and outside of Guelph

**CONTACT INFORMATION:**

Human Resources Contact: [human.resources@gwsa-guelph.ca](mailto:human.resources@gwsa-guelph.ca)

**HOW TO APPLY:**

All interested candidates should forward their resume to Human Resources by email.

The Guelph Wellington Seniors Association is an equal opportunity employer which values diversity in the workplace. We are therefore happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.

Applications will be received until: Wednesday, November 10, 2021.

Anticipated start date: January, 2022.

Only those selected for an interview will be contacted. We thank you for your interest in our organization.

Guelph Wellington Seniors Association  
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