



St. Matthew's Bracondale House Program Director

The land that St. Matthew's Bracondale House is located on is the traditional territory of many nations including the Mississaugas of the Credit, the Anishinaabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis peoples. Toronto is covered by Treaty 13 with the Mississaugas of the Credit.

[St. Matthew's Bracondale House](#) (Bracondale House) is a community-focused organization dedicated to providing affordable housing, supportive housing and programs for seniors in a respectful and inclusive environment. Established in 1982 as a seniors' residence, Bracondale House is a privately-owned, non-profit apartment building which offers 130 one-bedroom and bachelor apartments designed to meet the needs of its residents aged 65 and older and 18 two and three-bedroom subsidized family apartments. Bracondale House apartments are complemented by a range of amenities, including a dining room, library, lounges, recreational rooms, and a courtyard, all aimed at fostering a vibrant and engaging community environment. Over the years, Bracondale House has become a cornerstone of the community, providing seniors with a dignified living space and access to programs and services that promote independence and good health. Their programs are an integral part of their mission, creating opportunities for connection, learning, and joyful engagement for our residents and community members alike.

In support of this vital work, St. Matthew's Bracondale House invites applications for the position of **Program Director**. This is a key leadership role reporting directly to the Executive Director and responsible for stewarding the vision, execution, and sustainability of the organization's social and recreational programs. The Program Director will oversee the development, implementation, and evaluation of activities that serve both Bracondale residents and community members who participate in programs through a Seniors Active Living Centre. The role is deeply collaborative, working closely with advisory committees, staff, and residents to ensure programs are responsive, inclusive, and aligned with organizational goals.

As a member of the Senior Management Team, the Program Director will contribute to the overall leadership and strategic direction of the organization. They will be responsible for managing departmental operations and staff, coordinating volunteers and service providers, and ensuring alignment between day-to-day programming and Bracondale's broader mission. In addition to providing vision and oversight for program delivery, the Program Director will also play a critical role in securing resources—identifying funding opportunities, managing grants, preparing budgets, and maintaining compliance with funder and regulatory requirements, including those of the City of Toronto and the Ministry for Seniors. The role includes an on-call rotation with the Executive Director and occasional evening or weekend commitments for events and community engagement.

Qualifications

Among the qualifications being sought in candidates, the incoming leader must have a deep and abiding commitment to advancing reconciliation, equity, diversity, inclusion, and accessibility in all its forms and must believe, intrinsically, in the importance of leading with curiosity and welcoming ideas that can later be synthesized and turned into possibility. While all candidates are encouraged to apply and, in so doing, share how they see themselves adding value to the Bracondale House environment, the following credentials and/or experiences are seen as possible markers of the candidates most likely to realize success in the role: A) a Bachelor's degree in Social Work, Recreation Management, or a related field, with a Master's degree considered an asset; B) five to seven years of progressive leadership experience in program development and delivery, ideally within the nonprofit or healthcare sector and focused on senior populations; C) demonstrated experience in financial management, including budgeting, grant oversight, reporting, and compliance with government funders; and D) a strong track record in team leadership, staff and volunteer management, and both a collaborative and strategic approach to building partnerships both internally and in the wider community.

How to Apply

The salary for the position is approximately \$73,000 plus benefits and a RRSP matching plan.

*St. Matthew's Bracondale House is partnering with BIPOC Executive Search to further increase the diversity/plurality of the candidate pool. **All interested applicants are encouraged to apply by clicking [HERE](#).***

In accordance with the AODA Act, for applicants living with a disability accommodation will be provided throughout the search process. Should accommodations be required, please make Melissa Sumnauth aware by emailing msumnauth@bipocsearch.com.

We thank everyone for their expression of interest—and are truly appreciative of the time individuals put into applying—but with the limitations of time only those selected for an interview will be contacted.
