



Executive Director Position

The successful candidate for this Executive Director position will be responsible for the day-to-day operations of the Bowmanville Older Adult Association (BOAA). The BOAA seeks a forward thinking, motivational leader and strategic community partner committed to excellence in older adult programs and services. The Executive Director will report to the Board of Directors and will work closely with the Board and the Municipality of Clarington.

HIGHLIGHTS:

- Provide effective leadership for the operation of all BOAA 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
- 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
- This position will be a full time permanent position with benefits and RRSP contributions upon completion of a three month review

KEY RESPONSIBILITIES:

- Manage the operation of the Bowmanville Older Adult Association
- Assess community needs for older adult 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 BOAA programs and services
- Work collaboratively with the Board's committees in the development, implementation and evaluation of policies and procedures
- Manage the BOAA including supervision of its' team of staff and volunteers
- Provide financial accountability in collaboration with the Treasurer of the Board of Directors
- 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 BOAA 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 skill sets 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
- Excellent 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
- Satisfactory Police Record Check and Vulnerable Sector Check will be required

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

CONTACT INFORMATION:

Board of Directors Contact: careers@bowmanvilleolderadults.com

HOW TO APPLY:

All interested candidates should forward their resume to the Board of Directors by email.

The Bowmanville Older Adult 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: Monday, November 29th 2021

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

Bowmanville Older Adult Association
26 Beech Ave, Bowmanville Ontario
L1C 3A2