## WE ARE HIRING!

# EXECUTIVE DIRECTOR

**Gloucester 50+ Centre**

**Location:** 4355 Halmont Dr.  Ottawa, Ontario
**Position Type:** Full-Time, Permanent
**Closing Date:** November 11, 2026, end of day

## How to Apply

Please submit your résumé, a brief cover letter and references outlining your interest in the role to **soatway@storm.ca**. Applications will be reviewed on a rolling basis until the position is filled.

*We thank all applicants for their interest; however, only those selected for an interview will be contacted*.

**Compensation:** Salary commensurate with experience + statutory entitlements

**Hours & Working Conditions (ESA-Compliant)**

- **35 hours per week**
- **Paid in accordance with the Ontario Employment Standards Act**
- Occasional evening or weekend work may occur with advance notice

**About Us**

The Gloucester 50+ Centre is a vibrant, non-profit community hub dedicated to enhancing the quality of life for seniors in the City of Ottawa through volunteer-driven recreational, educational, and cultural programs.  We provide a welcoming space that keeps our senior community connected, active, and engaged. Our work is hands on, collaborative, and rooted in compassion.

As we look toward the future, we are seeking a visionary, collaborative, and energetic leader to become our next **Executive Director**.

## Position Summary

Reporting directly to the Board of Directors, the Executive Director provides strategic, operational, and financial leadership to the Centre. You will oversee day-to-day operations, lead our dedicated team of staff and senior volunteers, manage city and provincial funding relations, and champion fundraising opportunities and programming that serves our members. The ideal candidate is a relationship builder, a steady administrator, and a passionate advocate for the community and needs of seniors.

## Key Responsibilities

- **Strategic Leadership:** Work closely with the Board to develop and execute the Centre's strategic vision.
- **Operational Management:** Oversee daily centre activities, facility coordination, and programming logistics.
- **Financial Stewardship:** Manage annual budgets, grant tracking, and financial reporting for municipal and provincial partners.
- **Community Engagement:** Cultivate public relations and partner with local organizations, the City of Ottawa, and the Ministry of Seniors.
- **Volunteer & Staff Care:** Support, recruit, and inspire our invaluable network of senior volunteers and staff.

## Required Qualifications

- Post-secondary degree or diploma in Social Sciences, Gerontology, Business Administration, Non-Profit Management, or a related field.
- 7 years of experience (5 of which are in a managerial role) in providing program development and delivery, increasing community involvement, social services, or related fields.
- Strong financial acumen with experience managing budgets and public grant writing
- Demonstrated success in fundraising, grant writing, or donor relations.
- Excellent communication, relationship-building, and conflict-resolution skills.
- Ability to work collaboratively with a Board of Directors.
- Commitment to equity, inclusion, and community based approaches.
- Excellent interpersonal, communication, and public speaking skills.
- Fluency in English is required; bilingualism (English/French) is a strong asset to serve the Ottawa community.
- A passion for working with older adults and supporting active aging.