



Orléans-Cumberland Community Resource Centre
Centre de ressources communautaires Orléans-Cumberland
240 boul. Centrum Blvd. #105, Orléans, ON K1E 3J4
613-830-4357 | croc.ca

Executive Director — BILINGUAL

(Permanent)

About Orléans-Cumberland CRC

The Orléans-Cumberland Community Resource Centre (OCCRC) is a bilingual, not-for-profit organization committed to strengthening the communities of Orléans-Cumberland by helping people realize their full potential through a wide range of free programs and services.

Working here, you'll bring your love of collaboration to a close-knit team and have a direct impact on the communities of Orléans-Cumberland. We're friendly, welcoming, inclusive, empathetic and non-judgmental. We offer competitive compensation and benefits, coaching and support to help you reach your full potential, and the space to balance your personal life and work.

If you're looking for a career with a passionate, mission-driven team that values respect, diversity and empowerment, join the OCCRC team.

Together, we'll build a better future.

Overview of the role

The Executive Director (ED) promotes the vision, mission and values of the Orléans-Cumberland Community Resource Centre (OCCRC) by aligning strategic initiatives across the organization with the smooth operational functioning of the Centre. The ED is responsible for ensuring that the Centre meets the needs of the community. They will identify, consolidate and develop the necessary programs, as well as links with the community and partners to ensure the Centre's sustainability. The ED contributes to the overall culture of the organization, fostering innovative programming, collegial support and collaboration, and community engagement. The ED must be an enterprising leader with excellent communication and

interpersonal skills.

Key Areas of Accountabilities

Strategic Leadership - Based on the strategic plan and under the direction of the Board of Directors, the ED develops and recommends policies, business plans and decision-making options that are consistent with the organization's vision, mission and values.

People Leadership– The ED leads, inspires, develops and mentors OCCRC staff and fosters a work culture that encourages ethical practices, individual integrity and social responsibility.

Operational Leadership – The ED oversees the Centre's resources, creates appropriate organizational structures and ensures the efficient and cost-effective use of its financial, human and operational resources.

Board of Directors Governance and Support – The ED works closely with the Board of Directors, ensuring communication and openness in sharing and receiving information.

Business Development – The ED is responsible for identifying opportunities for the Center to realize new projects and establish funding relationships to advance the realization of the vision, as well as overseeing the development of new contracts and partnership agreements.

Financial Management – The ED is responsible for the financial health and accountability of the organization and assumes overall responsibility for improving its financial performance.

Government and Partner Relations – The ED establishes and maintains relationships of trust, ethics and influence and represents the Centre at the highest level with a wide range of interested parties, not limited to various levels of government and the media.

Qualifications and Competencies

- A university degree in business/management or a related field or an appropriate combination of education and experience may be considered.

- 3-5 years of experience as an executive leader in the not-for-profit sector.
 - Strong knowledge and experience in strategic planning, policy analysis, fundraising, and financial management.
 - Knowledge of and experience working with municipal and provincial social service systems.
 - Strong skills in critical analysis, problem-solving, planning, decision-making, leadership, organization and change management.
 - The ability to prioritize, be flexible and meet deadlines.
 - The ability to work in a diverse, multicultural and multidisciplinary team environment.
 - Bilingualism - English/French is a must.
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Skills and Abilities

- Excellent communication and interpersonal skills.
- Excellent organizational and time management skills.
- Sensitivity to the needs of a marginalized and diverse clientele.
- Commitment to community-based social services.
- Ethical, open, inclusive and non-judgmental behaviour.
- Ability to establish and maintain positive working relationships with others.
- Ability to speak, listen and write in a clear, thorough and timely manner.
- Ability to anticipate, understand and respond to the needs of internal and external customers.
- Work cooperatively and effectively with others to set goals, solve problems and make decisions that improve organizational effectiveness.
- Positively influence others to achieve results that are in the best interest of the organization.

- Champion change
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Application Process

Please send your resume to [Annie Prescott](#) before **8 a.m. on Tuesday, November 19, 2024.**

Address: Orléans-Cumberland Community Resource Centre
105-240 Centrum Blvd. Orléans, ON K1E 3J4

Email: aprescott@croc.ca

Equal Opportunity Employer

The OCCRC is committed to including equity and diversity in its practice by being responsive to individuals' needs and delivering equitable outcomes for all, regardless of their indigenous status, race, colour, culture, ethnicity, language/linguistic origins, ability, socio-economic class, age, ancestry, nationality, religion or faith, sex, gender (identity & expression), sexuality, sexual orientation, mental or physical condition, family status, residency/migration status in Canada and all other forms of oppression that a person may experience.

The OCCRC is an equal-opportunity employer that values the diversity of individuals in our programs and services. If you require accommodation at any stage in the selection process, please let us know the nature of the accommodation.

We want to thank all those who have submitted a job application in advance. Only those selected for an interview will be contacted.