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## **EXECUTIVE DIRECTOR**

- Community Centre 55, is a very successful organization and a major community asset. As an agency of the City of Toronto we are seeking qualified candidates for the position of Executive Director who are innovative, animated and experienced in community development. We are a community based organization, developed by and accountable to its members and the community. Our main purpose is the provision of a variety of social and recreational programming and services, and to facilitate the development of the community by helping it to strengthen its capacity. The Executive Director reports to a Toronto City Council appointed Board of Management elected by the Centre's membership.

## **JOB SUMMARY:**

- Oversees, directs and coordinates Centre operations including: programs and services, human resources and financial and physical resources.
- Obtains, develops and manages the goals of the Centre as directed by the Board.
- Responsible for the development of a volunteer, membership elected and Council appointed Board of Management.
- Provides leadership to the Board of Management by advising them, advocating and promoting the organization.
- Leads a responsive, successful community organization
- Provides vision and is a conduit and nexus through which information is delivered to staff, volunteers, partners, the board and community. Ensures that the Board has sufficient and up-to-date information.

## **BOARD OF MANAGEMENT AND ADMINISTRATION:**

- Provides support and leadership to volunteer Board members including: board orientation; preparation and dissemination of reports; agenda preparation; communication between Board and staff; maintaining confidential material; implementing Board decisions and identifying issues and ways to address them.
- Consults with the Board of Management, to determine priorities, objectives, programs, policies and procedures.
- Facilitates the functioning of the Board, providing liaison among the Board, staff, stakeholders and City Council.
- Recommends new policy and procedures to the Board of Management.
- Ensure compliance to the centres constitution, procedural by laws and other governance documents
- Team building, creating and motivating, delegating, managing change
- Performance planning and management of staff
- Conflict resolution and remediation
- Negotiating and decision making
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## **PROGRAMME AND SERVICE DELIVERY**

- Provides advice, guidance and overall co-ordination related to quality improvement for community programs, including program assessment, design, development, implementation and evaluation.
- Identifies emerging needs, new communities, possible initiatives, and entrepreneurial, innovative approaches.
- Manages all aspects of the Community Centre including its viability and operational functions.
- Ensures appropriate IT systems are in place to enhance, develop and implement effective data management
- Collaborates, negotiates and advocates with City staff, and those from other levels of government and the public/private sector and the community at large, to create or strengthen broad social programs and policies and the impact of initiatives by other levels of government and community-based organizations on community issues and services.
- Reviews and analyzes policies and procedures of the Centre and from different levels of government, related laws, acts or contracts.
- Develops and manages partnerships with residents and agencies and businesses to assess needs and develop programs/services to solve community problems and build community capacity, social capital and well-being.

## **FINANCIAL, RISK AND FACILITIES MANAGEMENT**

- Responsible for the development and administration of the annual budgets for the centre, and ensures that the centre's expenditures are controlled and maintained.
- Develops and monitors financial policies and practices and manages human resources consistent with the goals and philosophy of the Centre.
- Protects and reflects the Centre's interests in its legal relationships and negotiates, executes and administers legal agreements that affect the Centre.
- Exercises signing authority for a broad range of Centre contractual agreements.
- Participates in risk management activities.
- Manages maintenance and operations for the facility including the physical building, its design and layout including , plumbing, heating and air conditioning, flooring, lighting and electrical systems, security systems, roofing. Maintains the grounds and surrounding areas, parking lots, planters, wheelchair accessibility. Maintains the equipment, materials and supplies of the facility.
- Provides overall control and direction for all funding including overall and individual budgets for administration and various program areas. Reviews and approves financial statements, monthly reconciliations, accounts payable, payroll, requisitions, purchase orders and receipts. Ensures that timely financial reports are submitted to the Board of Management and funders in the appropriate formats.
- Presents and defends budgets before Committees, the Board and Council.
- Ensures sufficient financial resources to operate the Centre and programs through assessing, designing, developing, implementation and evaluating fundraising methods.
- Ensures a healthy, safe, welcoming and secure environment where the Centre's physical and financial assets, staff, volunteers and users of services are protected and maintained.
- Has an integral role with the Joint Health and Safety Committee.
- Ensures the efficient utilization and supervision of clerical, accounting, reporting, and purchasing operations.

## **HUMAN RESOURCE MANAGEMENT**

- Maintains and develops good labour relations in a unionized environment
- Assists with negotiating and implements union agreements and issues related to the agreement.
- Manages, motivates and ensures the effective training of the Centre's staff, ensuring effective teamwork, high standards of work quality and organizational performance, continuous learning and encourages innovation.
- Exercises responsibility and control for the recruitment, selection, maintenance, accommodation, utilization and development, discipline and termination of all employees including permanent employees, both management and union as well as casual, contract and seasonal employees and volunteers.
- Handles labour relations matters, including the hearing of grievances and the imposition of discipline as required.

## **COMMUNITY AND PUBLIC RELATIONS**

- Responsible for the Centre's website development and daily postings
- Works with the community
- Responds to inquiries, issues and concerns
- Maintains relationships with the City of Toronto, Council, Committees and departments/divisions that affect the operations of the Centre.
- Initiates, evaluates, and supervises the design and implementation of publicity, outreach and public relations/marketing materials and initiatives in order to create and ensure a positive Centre image in the community. Responsible for all centre promulgations.
- Working with the board, speaks for the Centre and represents it in negotiations, collective bargaining, meetings with the public, with other organizations and all levels of government and manages Centre relationships with the media and in public forums.
- Prepares reports to Board and funders, correspondence and response to enquiries, makes presentations to community stakeholders as requested.
- Keeps Centre 55 at the centre of the community. Participates in community activities to develop opportunities to ascertain needs, serve clients, and promote agency goals.
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## **FUNDRAISING**

- Liaises with the business community and various levels of government, corporations, foundations and private donors to sustain and improve financial resources.
- Works with committees of volunteers and staff to plan, implement and co-ordinate special events.
- Manages and assists with the assessment, design, development, implementation and evaluation of innovative special events that generate funds for the centre.

## **QUALIFICATION REQUIREMENTS**

- Several years of experience in a senior management position for a organization, preferably not- for- profit;
- Intimate knowledge of City of Toronto's Ward 32
- Considerable experience in the field of community developmental and program assessment, design, development and evaluation and special event management;
- A degree or equivalent in social work, recreation, and community development; or combined with related experience in a social services environment;
- Considerable experience in working effectively with a board of management in a unionized environment
- Proven fundraising abilities and financial management skills;
- Innovative and animated with good systemic, judgmental, inter and intra personal skills.

### **Application Submission – Deadline: Friday March 12, 2010**

Compensation:\$77,240.80-\$95,804.80 with benefits

Application materials must include a cover letter, resume with professional references and a statement addressing the essential and desirable qualification requirements. Application materials should be sent by mail or electronically to:

Bob Murdoch  
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Community Centre 55  
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Toronto Ontario  
M4E 2V6  
[bob.cc55@bellnet.ca](mailto:bob.cc55@bellnet.ca)