



Settlement Assistance and Family Support Services

Job Posting

November 2018

EXECUTIVE DIRECTOR

Toronto, Ontario

Settlement Assistance and Family Support Services (SAFSS) is a non-profit, charitable organization funded by all three levels of government, providing services to communities in the Greater Toronto Area (GTA) with an emphasis on un-served and underserved areas of Scarborough. SAFSS opened its doors in 1989 to primarily serve victims of domestic abuse. Since then, its program offerings have expanded to include a broad range of services for newcomers to Canada, including both immigrants and refugees. SAFSS's core programs include Language Skills Development, Information and Orientation Services, the Newcomer Settlement Program, and Supportive Counselling for Victims of Abuse. SAFSS's well trained and professional staff of approximately 60 employees provides a range of services to diverse, multi-cultural, and multi-lingual communities in a confidential environment that fosters trust, respect, and collaboration.

SAFSS is seeking an Executive Director as Head of Operations to lead and advance the organization's mission and mandate through strategic planning, appropriate programming, and organizational development. The Director will simultaneously be responsible for maintaining a positive profile for the organization and its operations in compliance with applicable laws, funders and organizational policies, as well as finance and management controls.

Key Responsibilities

Reporting to the Chair – Board of Directors, the Executive Director's key responsibilities will include:

- Leadership, talent development, and succession planning at key levels
- Effective human resource management and supervision, ensuring annual performance evaluation processes for all staff members
- Overseeing operations and delivery of programs in compliance with appropriate controls
- Financial and risk assessment, as well as ensuring sustainability and financial stability within the organization

- Strategic planning and effective implementation of annual plans, achievement of budgeted results/delivery targets, and continuously improving work flows and processes
- Communicating effectively and clearly both internally and externally with all stakeholders while maintaining a positive profile of the organization and workplace practices
- Overseeing fundraising initiatives and strategic partnerships to build and maintain a reserve core for the organization's future developmental initiatives
- Supporting board administration and governance within the organization
- Creating and maintaining an effective technology infrastructure to support all aspects of the operation and promote the SAFSS brand

Qualifications

The ideal candidate has:

- A graduate or postgraduate degree with at least 10 years of senior management experience in a mid to large sized for– profit or non-profit-organization
- A diploma in fundraising will be an asset
- Excellent interpersonal, leadership, strategic thinking, advocacy, presentation, public relations, marketing, and communication skills
- Business and financial acumen
- Prior experience with unionized organizations providing services on behalf of institutional/government funders is an added advantage

Terms

- Salary: \$70,000 to \$80,000 annually
- 3 years contract, renewable based on performance & funding
- Ability to work flexible hours including occasional evenings and weekends
- Interested candidates should send their resumes and cover letters to the SAFSS Recruitment Committee at recruitment@safss.org by December 31, 2018

Only shortlisted candidates will be contacted