

ASSISTANT EXECUTIVE DIRECTOR
NOT-FOR-PROFIT ORGANIZATION
HAMILTON, ON | FULL TIME

Lead. Explore. Influence. Shape. Develop innovative solutions for community-based programs in support of disadvantaged populations.

Our client, a community-based agency in Hamilton, services the diverse needs of their communities in supporting people who face barriers such as poverty and homelessness. The organization is committed to improving education, successful employment and supportive independence to foster growth on an individual and community level.

We are partnering with this leading agency in the search for an Assistant Executive Director to oversee the day-to-day operations, aligned with the mission, strategic plan and priorities of the organization.

The Role Overview:

Reporting to the Executive Director, the Assistant Executive Director role involves executing the organization's operational plan and building partnerships while creating growth opportunities, allowing the agency to extend their reach and support continued success.

The Focus:

- Oversee day-to-day operations including support to strategic planning initiatives and oversight and monitoring of operating and capital budgets.
- Ensure all legislative requirements are met and contractual obligations with government grants are fulfilled, maintaining a high level of service standards in all programs.
- Use a collaborative approach to leadership to motivate and engage with staff, volunteers, community residents and program users to delivering quality programs.
- Recruit, develop and provide leadership and support to the management team, ensuring performance goals are established and evaluated on an ongoing basis.
- Develop operational policies, background documents and Human Resource policies and procedures, ensuring timely analysis and adherence.
- Oversee and maintain the funding strategy, including research and development of initiatives and special projects, and reporting submissions to funders.
- Oversee the development of management information systems, including Information Technology systems for the agency.
- Support the Executive Director during his/her absence, acting as spokesperson for the agency and managing assignments.
- Participate in the establishment and evaluation of annual goal plans, aligned with the mission, vision and purpose and in support of the communities served.
- Maintain accurate and complete records and files, ensuring confidentiality is maintained on all agency, personnel and client matters.
- Other duties as assigned.



The Skillset:

- Degree or equivalent background in Social Services or Business Administration field.
- Minimum 5 or more years' senior management experience.
- Extensive knowledge and experience with social services and programs required.
- Strong influence, change management and team building skills. Ability to build strong relationships with diverse groups of stakeholders internally and externally.
- Experience in program planning and evaluation, program supervision, and program/revenue development.
- Proven ability to formulate and develop creative and sound operational policies, procedures and strategies compatible with positive Human Resource practices.
- Strong employee relations, diplomacy, negotiation, report writing, interviewing and counseling skills.
- Strong project management and organizational skills, with the ability to research, and initiate new employee and volunteer development programs, as well as track and evaluate program results.
- Excellent interpersonal communication skills, written and spoken; fluency in a second language an asset.
- Advanced computer skills with demonstrated knowledge and use of Windows MS Office.
- Strong time management, conflict management, organizational and problem solving skills.
- Understanding of anti-racist, anti-oppression frameworks and proven skills in working productively with people from diverse backgrounds.

Please contact Krista at krista@podgroup.ca for further information - we welcome an exploratory discussion with all those that have an interest and present their resume. For additional information, please visit www.podgroup.ca.

