



**EXECUTIVE DIRECTOR
for
COMMUNITY LIVING AJAX-PICKERING AND WHITBY**

Community Living Ajax-Pickering and Whitby is a developmental services organization that provides residential supports, day programs, and community outreach services in the southern part of the fast-growing Durham Region. The successful applicant for the Executive Director position will be accountable to a volunteer Board of Directors for performance expectations and reporting requirements.

Experience Required

Applicants should have at least three to five years of:

- Successful senior management experience in human services, ideally at the Executive Director level and ideally in the developmental services sector
- Managing a unionized workplace with direct experience at handling grievances and playing a key role in collective bargaining
- Overseeing a multi-million dollar operating budget
- Effectively representing an organization publicly especially with government on high-level interagency committees
- Development and implementation of strategic plans
- Reporting to a Board of Directors, preferably a governance board
- Driving or facilitating the successful growth of an organization
- Maintaining compliance with MCSS requirements
- Formulating organizational policy and procedure
- A demonstrated history of strong leadership skills, effective management development, clear and concise communication skills (both written and verbal), advocacy skills, commitment to client quality of life, and integrity
- A demonstrated history of being a highly motivated self-starter who develops effective solutions builds collaborative relationships, mentors others, and fosters a participatory and empowering work environment

Education/Knowledge Required

- A graduate degree in an area or areas relevant to the management of a developmental services organization such as social work, psychology, business, public administration, human resources management, etc.
- A lower level of relevant completed university education may be acceptable if it is in addition to many years of successful and highly relevant work experience and other work-related training
- An understanding of change management and strategic planning
- Knowledge of legislation and best practices that are relevant to client care, financial management, physical plant maintenance, Health and Safety, and employee management
- Knowledge of community resources, fundraising, and working with government
- Knowledge of dispute resolution, team building, leadership, recruitment and selection, succession planning, employee compensation, and motivational strategies

Additional Requirements

- A Driver's licence and access to a personal vehicle that can be used for work purposes
- A Vulnerable Sector Screening police records check
- Willingness to work flexible hours as required

Salary Range: \$115,000 to \$125,000 plus benefits

Application Closing Date: August 25th, 12:00 noon

Applicants should forward their resumes to Christine Park at Christine.Park@clapw.org . Only applicants being considered for an interview will be contacted.

CLAPW welcomes and encourages applications from people with disabilities. Accommodations will be made available on request for candidates taking part in all aspects of the selection process.