



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

**Job Title:** Regular Full-Time Executive Director - OSCC

**Posting Number:** 004973

**Department:** Oshawa Senior Community Centres

**Branch:** Oshawa Senior Community Centres

**Location:** OSCC - John St.

**Posting Start Date:** 2024/08/09

**Posting End Date:** 2024/09/15 by 4:30pm

**Employment Group:** Exempt

**Salary Grade:** UU-\$170,503 - \$200,591 per annum

**Standard Weekly Hours of Work:** 36.25

**Shift Work Required:** No

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## **Job Description**

The Oshawa Senior Citizens Centres (OSCC55+) and its community operations are non-profit, multi-purpose community facilities for adults aged 55 and over. OSCC55+ is an experienced and innovative not-for-profit organization that serves the 55+ community through excellence in leadership, advocacy and a holistic approach to wellness. This is achieved through the support of community partners and our shared commitment to the

provision of sustainable, engaging leisure programs and supportive independent living services.

OSCC55+ is on a mission to continue to provide a vibrant not-for-profit community that enhances the quality of life for people aged 55+. We are seeking a highly skilled Executive Director to help us fulfill this important undertaking. Reporting to the Board of Directors and indirectly to the Chief Administrative Officer of the City of Oshawa, the Executive Director will oversee the strategic and operational efficiencies of our programs and staff. This seasoned leader understands current trends in the age-friendly, diverse and inclusive community and also has experience in developing and implementing successful fundraising plans. Experience in establishing and leading collaborative, effective teams is essential. Having established relationships with government, community groups and key stakeholders are a plus. Above all, the Executive Director should be highly effective in a leadership role that requires effective communication, fiscal accountability and decision-making skills.

The Executive Director facilitates the development and implementation of the OSCC55+ strategic and operational plans that support and enable the delivery of programs and services to the 55+ community to promote active living, wellness, empowerment, social interactions, public education and advocacy of seniors. Supported by the leadership team and working collaboratively with City staff, the Executive Director provides overall leadership to the organization by directing daily operations and ensuring the delivery of age-friendly, diverse and inclusive services. The Executive Director has a values-based leadership approach, which reflects the high level of integrity, trustworthiness and ethical conduct required for success in this role.

### **Responsibilities:**

- Works closely with the Board of Directors to support and implement the organization's vision, mission and governance model and to ensure the goals in the Strategic Plan, Diversity and Inclusion Plan and Age-friendly Plan are achieved
- Researches, advises and reports on strategic issues/ trends, business planning and operational results to the Board of Directors
- Acts as a key liaison with various levels of government, key stakeholders and agencies
- Creates business plans for achieving goals and objectives set in collaboration with the Board of Directors
- Meets aggressive annual fundraising goals, in partnership with the Board of Directors, by securing financial support from foundations, corporations, individual donors, and government funding sources
- Works with the leadership team and the Board of Directors on annual fundraising initiatives and additional events to increase OSCC55+ visibility in the community and promote membership

- Leads the organization in developing and maintaining strong working relationships and partnerships with community agencies, government and funding providers
- Develops communication plans and stakeholder strategies to communicate, promote OSCC55+ objectives to internal and external audiences, community and funding sources. Represents the organization in media and public relations, and acts as spokesperson for the OSCC55+
- Provides direction and leadership for the development and implementation of key marketing, business and promotional strategies and outreach initiatives to promote the OSCC55+
- Provides progressive leadership to motivate, inspire, coach and empower a high-performing team while fostering a culture that supports the City of Oshawa core values of authenticity, courage and trust and OSCC55+ values of respect, caring, active living, inclusive, personal growth, collaboration, empowering
- Creates a positive, healthy and productive work environment by providing a transparent, cooperative culture fostering trust and empowerment amongst staff
- Creates and promotes a teamwork environment and client centered service culture which encourages all employees, volunteers and clients to work cooperatively together to achieve common objectives
- Manages staff, clients and volunteers whose experiences, cultures, and languages reflect the community served by the organization
- Provides leadership, strategic direction and expertise for the planning, development and delivery of a range of programs and services aimed to foster growth and meet the needs for the 55+ community who use the five OSCC55+ branches
- Leads continual change through LEAN principles and change management to achieve more efficient and effective business delivery, within the context of program integrity, fiscal restraints and governance
- Ensures effective and appropriate use of volunteers in accordance with Volunteer Services policies and practices
- Ensures compliance with various legislation and regulations

### **Requirements:**

- Four (4) year degree in a related field (e.g. Business, Sports/Recreation, Public or Health Care Administration, Human/Social Services etc.)
- Additional education in the field of gerontology and/or volunteer management would be an asset
- Eight (8) – ten (10) years of related experience (e.g. unionized provincial or community support services sector or not-for-profit), three (3) years of which should be at the senior leadership level
- Knowledge and experience in organizational/resource management including facilities management, risk management, grant writing/submissions, budget and financial planning, human resources and volunteer management

- Proven track record of developing and navigating complex stakeholder relationships, including volunteer Board of Directors experience and policy development and governance
- Strategic planning, analytical and organizational skills to resolve operational challenges, meet service delivery goals with limited staff and financial resources, and resolve competing priorities
- Strong communication and facilitation skills to develop and present complex briefings, reports and proposals to the Board of Directors and to Oshawa City Council

This position is eligible for hybrid work.

Apply online at: <https://oshawa.jobs.net/en-CA/search>

As a condition of employment, the City of Oshawa will require successful candidates to provide a Criminal Records Check with Vulnerable Sector Search.

**Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.**

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

*The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)*

*We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.*

*The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*

