



## EXTERNAL JOB POSTING

POSITION: EXECUTIVE DIRECTOR

### ABOUT US

Safe City Mississauga, a not for profit, registered charitable organization, is guided by the vision of a crime free city in which to live, work and play and is mandated to provide programs, services and information that contribute to the prevention and reduction of crime and the promotion of community safety initiatives in the City of Mississauga.

### POSITION

Safe City Mississauga is seeking a full-time (35 hours) Executive Director. This position is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors. This position requires strong leadership and management skills, human resource expertise and finance experience as it relates to budgets, fundraising and grant writing. An understanding of the root causes and effects of crime as well as crime prevention methodologies and experience in evaluation and theories of change is considered an asset.

### TERMS

- **Status:** Full-time permanent with benefits (internal applicants would continue to receive their benefits).
- **Hours of Work:** 35 hour standard work week. 08:30-16:30. Must be able to work some evenings and weekends as required.
- **Salary:** Salary and remuneration is based on education and experience.
- **Vacation:** Two weeks (internal applicants would continue with their earned level of vacation).
- **Location:** Mississauga, Ontario with limited travel throughout the Peel Region and surrounding GTA (Mileage Reimbursed).

*Clean driving licence required; Police background and reference checks will be conducted prior to extending an offer.*

### QUALIFICATIONS AND SKILLS

<i>Qualifications</i>	
Education	<ul style="list-style-type: none"> <li>• Degree in a relevant discipline (e.g. sociology, economics, business/public administration) or the equivalent combination of education and experience;</li> <li>• Master's degree an asset.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Knowledge of leadership and management principles as they relate to the not for profit/voluntary sector;</li> <li>• Knowledge of regulations set for not for profit and charitable organizations within Ontario;</li> <li>• Knowledge of federal and provincial legislations applicable to the not for profit sector including; employment standards, human rights, taxation, etc.;</li> <li>• A practical understanding of financial management and budgeting;</li> <li>• A practical understanding of human resources management;</li> <li>• Familiarity with the City of Mississauga and the Region of Peel specifically in the not for profit sector as well as an understanding of current community</li> </ul>

	<p>challenges and opportunities relating to the mission of the organization;</p> <ul style="list-style-type: none"> <li>• Knowledge in project management, establishing and executing action plans and monitoring the process and results through the use of evaluation frameworks;</li> <li>• An understanding of the causes and effects of crime, crime prevention methodologies and theories of change is considered an asset.</li> </ul>
Work Experience	<ul style="list-style-type: none"> <li>• Minimum of 4 years of progressive management experience in the not for profit sector.</li> </ul>
<b>Competencies / Skills</b>	
Strategic Planning and Leadership	<ul style="list-style-type: none"> <li>• Ability to lead and foster effective team work between the Board of Directors and Executive Director, and between the Executive Director and Staff;</li> <li>• Able to positively influence others to achieve results that are in the best interest of the organization;</li> <li>• Experience in developing a vision and strategic plan to guide the organization;</li> <li>• Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization;</li> <li>• Ability to establish and maintain strategic relationships and partnerships both internally and externally to achieve the goals of the organization.</li> </ul>
Annual Business Planning and Operational Management	<ul style="list-style-type: none"> <li>• Skilled in business planning that incorporates goals and objectives working towards a strategic direction;</li> <li>• Experience developing, reviewing and recommending policies and preparing procedural documents to implement the organizational policies;</li> <li>• Ability to ensure that the operation of the organization meets the expectations of its stakeholders;</li> <li>• Experience overseeing the efficient and effective day-to-day operation of a not for profit organization.</li> </ul>
Governance	<ul style="list-style-type: none"> <li>• Ability to act as a professional advisor to the Board of Directors on all aspects of the organization's activities;</li> <li>• Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate.</li> </ul>
Human Resources Planning and Management	<ul style="list-style-type: none"> <li>• Determine staffing requirements for organizational management and program delivery;</li> <li>• Oversee the implementation of human resources policies, procedures and practices including the development of job descriptions;</li> <li>• Ability to establish a positive, healthy and safe working environment in accordance with all appropriate legislation and regulations;</li> <li>• Experience recruiting, interviewing and selecting staff that have the right technical and personal abilities to help further the organizations mission;</li> <li>• Experience implementing a performance management process for all staff and conducting annual performance reviews;</li> <li>• Ability to discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures.</li> </ul>
Financial Services	<ul style="list-style-type: none"> <li>• Work with staff and the Board (Finance Committee) to prepare a comprehensive budget;</li> <li>• Work with the Board to secure adequate funding for the operation of the organization;</li> <li>• Research funding sources, oversee the development of fundraising plans and write funding proposals to increase the funds of the organization;</li> <li>• Ensure that sound bookkeeping and accounting procedures are followed;</li> <li>• Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization;</li> <li>• Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization;</li> <li>• Ensure that the organization complies with all legislation covering taxation and withholding payments.</li> </ul>
Program and Services	<ul style="list-style-type: none"> <li>• Oversee the planning, implementation and evaluation of the organization's programs and services;</li> <li>• Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board;</li> </ul>

	<ul style="list-style-type: none"> <li>• Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality;</li> <li>• Oversee the planning, implementation, execution and evaluation of special projects.</li> </ul>
Public Communications and Government Relations	<ul style="list-style-type: none"> <li>• Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization;</li> <li>• Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization.</li> </ul>
Research and Analysis	<ul style="list-style-type: none"> <li>• Identify and access a wide range of relevant information and resources and compile and organize facts and information;</li> <li>• Prepares research reports, memos, briefs, presentations.</li> </ul>
Technical	<ul style="list-style-type: none"> <li>• Proficient in Microsoft Office (Word, PowerPoint, Excel and Access);</li> <li>• Proficient in online productivity tools (e.g. email, survey tools, webinars / online meetings, Prezi);</li> </ul>
Time Management	<ul style="list-style-type: none"> <li>• Strong planning and time management skills sufficient to prioritize role deliverables;</li> <li>• Ability to oversee staff time management and make recommendations to staff as necessary.</li> </ul>
Risk Management and Problem Solving	<ul style="list-style-type: none"> <li>• Identify and assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interest of the organization;</li> <li>• Anticipates, identifies, and defines problems, seeks root causes and develops and implements practical and timely solutions and/or makes recommendations to resolve the problem;</li> <li>• Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage;</li> <li>• Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage.</li> </ul>
Accuracy	<ul style="list-style-type: none"> <li>• Ability to process information with high levels of accuracy.</li> </ul>
Interpersonal	<ul style="list-style-type: none"> <li>• Demonstrates exceptional customer service skills e.g. assertiveness, listening, empathy, positive attitude;</li> <li>• Well-spoken, confident in delivering presentations, can handle competing multiple priorities;</li> <li>• Personable;</li> <li>• Displays flexibility and resiliency in a changing environment.</li> </ul>

## **TO APPLY**

Candidates: please send your electronic application to [luz.delrosario@safecitymississauga.on.ca](mailto:luz.delrosario@safecitymississauga.on.ca) by **5:00PM on Wednesday, March 7, 2018**.

Your application should include: (a) a cover letter explaining your interest in the position and why you are well suited for it, (b) your curriculum vitae/ resume, (c) a list of three references and (d) two writing samples.

We thank all applicants, however, only candidates selected for an interview will be contacted. Successful candidates are expected to undergo a police reference check.

Safe City Mississauga is an equal opportunity employer, welcomes diversity in the workplace, and encourages applications from all qualified individuals including women, members of visible minorities, aboriginal persons, and persons with disabilities.