



## **Building Resilient Community by Connecting People**

### **Job Posting – Executive Director, Hamilton**

#### **Part Time Position- (32 hours/week)**

We are looking for an individual who is able to work closely and energetically with a small staff team in a principled and pragmatic way, working towards the achievement of the Welcome Inn's mission and goals.

Since 1966, the poverty of loneliness and exclusion has been overcome with friendship and compassion at Welcome Inn Community Centre, where people from all walks of life work together to alleviate poverty in the North End and across Hamilton.

Reporting to the Board of Directors, while maintaining mutual accountability to staff and funders, the Executive Director will maintain a high level of integrity and confidentiality, reflecting respect for all Welcome Inn community members.

### **Responsibilities**

#### **Organizational Leadership**

- Work closely with the Board to develop clear mission, vision, values, strategic direction, initiatives and priorities for Welcome Inn
- Develop and execute operational plan in accordance with the Board's strategic plan and funder requirements
- Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), finances, property, goodwill and image and implement effective measures to control risks.
- Develop and ensure implementation of an effective marketing, communication and outreach plan strategy.
- Seek and secure adequate funding from government, foundations, corporations or fundraising initiatives to support the operation of the organization.
- Approve all publications and serve as primary spokesperson for all media communication
- Prepare reports for Board of Directors and funders.

#### **Management**

- Oversee the efficient and effective day to day operation of the organization.
- Ensure that the organization complies with all applicable legislation and human resources, finance, administrative and program policies.

- Work with the Board of Directors to prepare a comprehensive budget and manage all financial revenues and expenditures in accordance with the Board approved budget and acceptable standards.
- Determine staffing requirements and hire, orient, train, and manage staff to enable them to perform to their full potential.
- Establish and promote a positive, respectful, healthy and safe work environment in accordance with all appropriate legislation and regulations.
- Ensure development, review and revision of all policies and procedures as needed.

### **Qualifications**

- Good knowledge of not for profit Board governance, and experience in working effectively with a Board of Directors.
- Experience in developing, implementing and maintaining funding strategies, including expertise in writing funding proposals and donor management and engagement.
- Experience in social enterprise development an asset.
- Demonstrated ability to effectively plan against organizational vision, mission and values.
- Excellent leadership, supervisory and managerial skills.
- Degree in social sciences, non profit management, or public administration.
- Senior level, strategic management experience in a related field
- Experience of the North End Community is an asset

**Please submit a resume and cover letter to [admin@welcomeinn.ca](mailto:admin@welcomeinn.ca) outlining your ability to be successful in this role no later than November 30, 2018**