

Job Posting

Title: Executive Director
Reports to: Board of Directors

Who We Are

The John Howard Society of Belleville (JHSB) is a non-profit, social service agency that provides community programs, services, and education to those who have been or are at imminent risk of being affected by the criminal justice system. A local affiliate of the John Howard Society of Ontario, we are dedicated to servicing individuals and families, youth and adults, across the Region, offering evidence-based programs and services focused on prevention, intervention, and reintegration. We empower individuals to develop self-directed support models that encourage independence, belonging, employment and success in the community.

What We Are Looking For

Reporting to the JHSB Board of Directors, we are looking for an Executive Director to provide leadership, vision, and strategic oversight of the agency's diverse operations. Someone who can expand our range of services to meet the complex needs of our clients and the community, while strengthening, deepening, and broadening the impact of current programs and services. A champion of diversity, equity and inclusion initiatives and a professional at building and strengthening internal and external stakeholder relationships.

About The Role

The Executive Director is responsible for the day-to-day operations of JHSB and for providing successful leadership and management of the organization in line with the vision, mission, operating principles, and strategic directions established and approved by the Board.

The Executive Director must also understand and respond to the emerging diverse needs of the communities we serve and personify a genuine dedication to our mission reflecting the values and overall objectives of JHSB through a framework of diversity, equity and inclusion. As the public face of the organization for community engagement, the Executive Director collaborates and communicates with diverse constituents and the community at large, including other social service and non-profit organizations, government, and businesses. Key responsibilities include:

Strategic & Operational Planning & Oversight

- Support the development and achievement of the vision and key goals of the Board through the development of a Strategic Plan and detailed Operational Plan

- Ensure operations meet the expectations of the Board and funders in accordance with the policies of the organization, pursuant to the Strategic Plan and in keeping with relevant policies and legislation
- Ensure delivery of programs and services to the community which reflect the mission and priorities of the Board, as well as best practices
- Establish an organizational culture that is safe and ethical which attracts, retains, and motivates a diverse staff to contribute to the successful delivery of programs and services
- Communicate with the public, media, community stakeholders, clientele, and organizational networks to keep them informed of the work, purposes, and positions of JHSB, and to identify the benefits of our services and to collaborate when in the best interests of our clients
- Implement and monitor risk mitigation strategies and best practices

Financial Management

- Ensure sound and ethical financial management practices, strong internal financial controls, consistent and accurate financial reporting, and the administration of JHSB funds in accordance with the Board approved annual budget
- Ensure financial accountability and transparency, viability and growth through effective financial systems and controls
- Develop and monitor the annual budget and budgets for new services
- Effectively manage and protect JHSB's assets and finances

Human Resources Planning & Management

- Establish a positive, healthy, inclusive, diverse, and safe work environment in accordance with internal policies, best practices, and relevant legislation, reflecting a servant leadership style
- Ensure appropriate and adequate staffing and contingency plans across all departments through hiring, retention, training, and assigning of department employees
- Manage direct reports, set performance targets and measures, monitor, and manage the overall performance of the team, and take corrective action where necessary
- Recruit, orient, lead, mentor, motivate, and evaluate employees
- Create learning and development programs and initiatives that provide internal development opportunities for employees
- Ensure compliance with all workplace legislation and regulations
- Facilitate the resolution for workplace conflicts and oversee employee disciplinary meetings, terminations, and investigations

- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law

Program & Service Development & Management

- Identify new services and funding sources that are aligned with the vision and mission of JHSB
- Develop proposals and negotiate contracts for new and ongoing services
- Provide oversight on program delivery, effectively ensuring proper performance management and impact reporting

Community Relations & Stakeholder Engagement

- Work collaboratively with community partners to understand and build on opportunities within the region, keeping informed of funding shifts and opportunities within all levels of government
- Represent JHSB in the community, at public functions, conferences, boards, and committee, as required
- Actively participate in external government and other relevant community committees, delivering public education in the JHSB region
- Engage with local community groups, government officials, and media, as appropriate

What You Offer

- A degree in a related field, with a minimum of 6 years in a senior executive and leadership role in the not-for-profit or public sector, preferably in the social services and/or criminal justice fields; or the combined equivalent of education and experience
- Experience working with and/or reporting directly to a Board of Directors with a demonstrated understanding of non-profit governance, and the parameters of having registered charitable status and/or reporting requirements
- Proven leadership, administration, and management skills including the ability to generate respect and inspire confidence from the Board, staff, government officials, and other key stakeholders
- Comprehensive knowledge of budget development, monitoring, and reporting processes, including the ability to analyze, interpret, and present financial reports
- Demonstrated ability to lead, engage and manage a sizeable multi-disciplinary team,
- Experience dealing with the complexity of multiple funding sources and requirements
- Ability to develop successful and effective program and funding proposals
- Demonstrated effective conflict management, mediation, and remediation skills at all levels

- Superior proactive problem-solving, negotiating, and facilitation skills
- Highly effective interpersonal and relationship building skills
- Experience in community and neighbourhood engagement within diverse communities
- Excellent verbal and written communication and comprehension skills, including presentation skills
- Ability to maintain confidentiality and exercise good judgment
- Ability to prioritize tasks and delegate them, when appropriate
- Advance computer skills (Google Workspace, HRIS, Payroll)

What We Offer

- A comprehensive and competitive compensation package starting at \$80,000.00 per annum.
- A group benefits plan and defined contribution pension plan upon completion of the required waiting period
- Flexible work arrangements and accommodations
- A motivated and supportive Board of Directors
- A passionate and loyal team
- The opportunity to impact the lives of the some of the more vulnerable people across the region and create change within the local justice system

How to Apply

Please forward your resume and cover letter to the Hiring Committee, referencing this posting, at ugo.santone@ptaginc.com by 4:00 p.m. on Friday, October 4th.

JHSB is an equal opportunity employer and committed to a culture of belonging and an inclusive environment that attracts and retains a diverse workforce, at all levels of the organization that reflects the communities we serve. We welcome applications from racialized persons, women, Indigenous persons, persons with disabilities, 2SLGBTQ+ persons, and those from diverse backgrounds and experiences. If you require accommodation during the recruitment and selection process, please let us know.

We appreciate all applicants who apply, however, only those selected for an interview will be contacted.