

Executive Director

Application Deadline: January 24, 2025

Employer: The Help Centre

Job Location: Cobourg, Ontario

Job Type: Executive Director

Industry: Social Service Sector, Not-for-profit

Salary: \$60,000 year, 28 hours/week

Start date: Approximately mid-March

Job Description:

The executive director of The Help Centre leads this charitable nonprofit with vision and purpose, guiding its operations and advancing its mission in line with the strategic goals set by the board of directors. From overseeing daily operations to managing finances and human resources, this role requires a hands-on approach. Key responsibilities include hiring and leading staff, developing strong relationships with the board, funders, and community partners, creating and driving funding initiatives and the implementation of strategies to ensure the organization's continued success. This is an in-person position.

Job Duties:

Reporting to the board of directors, the executive director will play a key role in driving the strategic vision and operational success of our programs and team. We're seeking an inspiring and dynamic leader with a deep understanding of trends in the not-for-profit sector and a proven track record in creating and executing impactful fundraising strategies. Strong staff management and hiring experience are essential, and established connections within local community groups would be an advantage. Most importantly, this leader should excel in communication and decision-making, guiding the organization with confidence and clarity.

Key Requirement:

- Bachelor's degree (or equivalent) in a related field
- Three or more years of experience in senior management, preferably with nonprofit organizations in the social service sector
- Experience managing budgets
- Excellent verbal, written, and visual communication skills
- Familiarity with social media
- Experience in public relations, marketing, and fundraising
- Knowledge of leadership and management principles for nonprofit organizations
- Proven success working with a board of directors
- Entrepreneurial mindset, with an innovative approach to business planning
- Dynamic and charismatic team player who enjoys being the public face of an organization

About The Help Centre

Our History:

The Help Centre (THC), an agency of The Help and Legal Centre of Northumberland, is a small, not-for-profit organization, which is core-funded by the Northumberland United Way and the County of Northumberland.

For 40 years our programs and services have helped to:

- Reduce the rate of poverty in Northumberland County.
- Enhance the quality of life for underserved members of our community.
- Ensure that underprivileged residents have access to financial resources, secure housing, and sufficient funds to purchase nutritious food.
- Provide financial and housing relief to clients in precarious situations.

The Help Centre's programs and services make a powerful difference, creating healing within our community. When individuals or families achieve financial and housing stability, they can focus more on essential needs such as medical care, nutritious food, transportation to work, and access to quality daycare services.

How to Apply

Send your resume and a cover letter to Charlotte Monardo, Chair of the Board chair@thehelpcente.ca by: January 24, 2025. All candidates selected for an interview will be contacted by February 7, 2025. Candidates not selected for an interview will not be contacted.

The Help Centre is proud to be equal opportunity employer and strongly encourages individuals from all backgrounds and identities to apply. We are committed to an inclusive, diverse, and respectful workplace.

The Help Centre has an accommodation process in place that provides accommodations for employees with disabilities. If you require a specific accommodation during the application process, please contact Karin Cummings, Acting Executive Director at (905) 372-2646 or by e-mail at karin@thehelpcentre.ca