



**Position Title:** Executive Director

**Position No.:** 202501ED

**Type:** Full-time Permanent

**Hours/week:** 37.5

**Pay Rate:** \$65,000 - \$75,000 per annum

### **Company Overview**

The Georgian Bay Cancer Support Centre (GBCSC) is a non-profit, community-focused organization whose mission is to provide emotional, physical, social, spiritual support, education and information as a complement to the medical system for people affected by cancer. With a growing membership base of over four hundred individuals living in a large geographical area, we strive to deliver programs and services that meet the diverse needs of our community at every point throughout their cancer journey. We are funded almost entirely through grants, and the generosity of donors.

In early 2024, the GBCSC embarked to expand services across more of South Georgian Bay, launching cancer support programming in Collingwood, ON. Since that time, additional services have been introduced in Collingwood, along with fundraising initiatives to support our continued growth.

### **Position Overview**

The GBCSC is seeking a dynamic **Executive Director** to lead our organization in serving the North Simcoe and surrounding communities. Reporting to and working alongside the Board of Directors, the Executive Director will be responsible for leading an energetic group of employees and volunteers in carrying out the organization's strategic plan.

The successful candidate is a passionate, empathetic leader with exceptional communication and interpersonal skills who will ensure that the member experience is at the heart of every decision taken within the organization.

### **Key Responsibilities:**

- Provide leadership to staff and volunteers of the Georgian Bay Cancer Support Centre, acting as a resource for personnel in programming, fundraising, marketing, and all other areas of the operations
- Manage the day-to-day and long-term operations of the GBCSC in a manner that supports the Strategic Plan of the organization.
- Direct accountability and reporting to the Board of Directors
- Oversee the development and delivery of member programs and services which exceed our member needs and priorities
- Working alongside the board of directors, oversee the continued development and implementation of organization-wide policies and procedures

- Maintain a strong working knowledge of all legislation applicable to not-for-profit sector organizations including employment standards, human rights, occupational health and safety and taxation.
- Hire, orient, supervise and evaluate staff and program providers
- Manage the recruitment, screening, training, and recognition of volunteers
- Ensure timely reporting of all relevant data to the board of directors, and other stakeholders as needed
- Work alongside staff, the treasurer, and the finance committee to develop the annual operating budget, and ensure regular review and reporting of financial performance throughout the year
- Participate in and/or serve as chair of a number of committees as needed for the optimal functioning of the GBCSC
- Oversee general administration activity

#### **Qualifications**

- Post secondary degree in relevant field of studies, or an appropriate combination of education and work experience.
- Minimum 5 years of leadership experience in a similar professional environment, with relevant experience in the not-for-profit sector being a considerable asset.
- Experience in fundraising management preferred
- Experience in recreation program development
- Ability to legally work in Canada
- Access to reliable transportation

#### **Preferred Knowledge, Skills, and Attributes**

- Strong process improvement skills with an ability to identify inefficiencies and implement effective solutions.
- Excellent relationship management skills, and a history of building lasting connections with donors, sponsors, and other supporters.
- Demonstrated project management expertise with the ability to manage multiple projects simultaneously.
- Exceptional leadership qualities that inspire teams to achieve their best performance while fostering a collaborative environment.
- Strong computer skills, with proficiency in Microsoft Office 365, as well as fundraising and member CRM tools.

#### **Compensation:**

Our salary range \$65,000 to \$75,000 commensurate with skills and experience

Qualified applicants are encouraged to email their cover letter and resume by February 7, 2025 at 5pm to [recruitment@gbcancersupportcentre.ca](mailto:recruitment@gbcancersupportcentre.ca).

We thank all applicants for their time and effort however only those selected for an interview will be contacted.

