

September 4, 2018



Job Posting
(Internal and External)

Executive Director

The Cross-Cultural Community Services Association (TCCSA) is a non-profit, charitable organization that aims to facilitate the well-being of diversified communities through social services. The mission of TCCSA is to assist newcomers in adapting to Canadian life in their neighbourhood and to provide support to Canadians in building a stronger community. TCCSA is currently seeking an Executive Director to lead the agency.

JOB PURPOSE

The Executive Director (ED) will report to the Board of Directors and will be responsible for strategic leadership, effective management of operations and administration of the organization. The ED will be accountable for the day-to-day operation of the agency, which includes setting and monitoring annual budgets, resource planning, securing funding, policy formation, human resources, developing/maintaining community partnerships, risk management, and compliance with relevant legislation.

MAIN TASKS AND RESPONSIBILITIES

Leadership

- Participate and contribute to strong governance with the Board of Directors in developing and implementing a clear vision, and establishing strategic objectives for the future of TCCSA
- Foster effective team work between the Board and the ED and between the ED and staff
- Identify, assess and inform the Board of internal and external issues that affect the organization and provide professional recommendations on all aspects of the organization's activities

302 Spadina Avenue, Unit 206, Toronto, Ontario M5T 2E7

720 Burnhamthorpe Road West, Unit 2, Mississauga, Ontario L5C 3G1

3636 Steeles Avenue East, Unit 213A, Markham, Ontario L3R 1K9

325 Bamburgh Circle, Unit A107, Toronto, Ontario M1W 3Y1

Tel: (416) 977-4026

Tel: (905) 615-9500

Tel: (905) 948-1671

Tel: (416) 502-9500

Fax: (416) 351-0510

Fax: (905) 615-0622

Fax: (905) 948-9997

Fax: (416) 502-2900

Website: www.tccsa.on.ca

Operational Planning and Management

- Develop and implement operational plan that helps the organization work towards its strategic directions and achieve its goals and objectives
- Oversee the planning, implementation and evaluation of the organization's programs and services, and ensure that it meets the expectations and requirements of its clients, Board and funders
- Monitor the efficient day-to-day operation of the organization to maintain or improve quality
- Draft policies for the approval of the Board and prepare implementation procedures; review and revise existing policies and recommend changes to the Board as appropriate.
- To prepare Action Plan, Succession Plan, Contingency Plan and Expansion reports of TCCSA for the approval of the Board annually and review and revise plans and recommend changes to the Board as appropriate.

Human Resources

- Establish a positive, healthy and safe work environment in accordance with all relevant legislation and regulations
- Ensure the proper implementation of human resources policies, procedures and practices in the organization and recommend appropriate changes/updates to the Board
- Determine staffing requirements for organizational management and program delivery
- Recruit, support, and evaluate staff as appropriate to improve performance and discipline staff using proper techniques when necessary

Financial

- Work with the Board and senior management to prepare a comprehensive organizational budget
- Manage the funds of the organization according to approved budget and monitor monthly cash flow
- Ensure proper accounting procedures are followed that the organization complies with all legislation on taxation and charitable organization
- Research and develop new funding sources, including the preparation of new funding proposals, to increase and diversify the revenues of the organization
- Collaborate with the Board to organize fundraising activities as deemed appropriate

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Marketing and Community Relations

- Ensure that TCCSA is well known in the immigrant community and work to enhance the organization's community profile
- Act as a spokesperson for the organization and represent the organization on appropriate committees, networks and joint projects
- Develop cooperative relationships and liaise with a broad range of stakeholders including: all levels of government, funders, media, and other community organizations and service providers
- Oversee the development of all marketing/promotion strategies and publicity materials

QUALIFICATIONS

- Graduate degree in Social Work, Business Administration or other human services, or an equivalent combination of education and experience
- Ten or more years of progressive management experience in a non-profit, voluntary sector organization, including 5 years as senior management
- In-depth understanding of current challenges and opportunities facing the non-profit and settlement sector
- Strong leadership and team building skills, and experience in successfully managing a multi-cultural and diverse work environment
- Excellent interpersonal and verbal/written communication skills in English, with the ability to speak and write Mandarin and/or Cantonese a definite asset
- Demonstrated financial management skills including working with budgets and financial statements
- Proven experience in fundraising and success in accessing grants and new funding sources will be a requirement
- Experience working with board of directors is required
- Ability to develop and maintain community partnerships
- Proficiency in the use of computers

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WORKING CONDITIONS AND COMPENSATION

This is a full time position, where the ED will work a standard work week. Additional work on weekends and evenings is required to accommodate activities such as Board meetings and representing the organization at special events.

One year contract

APPLICATION

Please quote Job # 2018-ED-001 and submit application by November 12, 2018 to:

Hiring Committee, Board of Directors
The Cross-Cultural Community Services Association
3636 Steeles Avenue East, Unit 213A
Markham, Ontario
L3R 1K9

Or by email to: recruit@tccsa.org

We thank all applicants but regret that only candidates short listed will be contacted.

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