

**FAMILY SERVICE ONTARIO**  
**SERVICES A LA FAMILLE-ONTARIO**  
**www.familyserviceontario.org**  
**JOB POSTING: EXECUTIVE DIRECTOR (1.0 FTE)**

Family Service Ontario is on a mission to find a highly skilled Executive Director to represent forty-four non-profit member agencies across the province delivering a wide range of mental health therapeutic counselling services, trauma-informed treatments, wellness supports, and social services to individuals and families in workplaces and communities.

The successful candidate must lead the key elements of FSO work. These include acting as the voice of its members to all stakeholders, including government and policy makers, engaging its member agencies and strengthening their capacity to continue and expand their vital roles in Ontario's overall wellness plan, and enhancing FSO relationships with sectors, organizations, and associations that share common values and initiatives, both locally and provincially. The Executive Director has primary responsibility for FSO activities, reporting to the Board of Directors, engaging the membership, and working with minimal staff and contracted services.

What Family Service Ontario brings to you:

- A committed, supportive, and experienced Board to help guide the work of the association
- A diverse, skilled, and engaged membership responding to a variety needs with high quality, community services
- Flexible and independent working conditions

What you bring to FSO:

- An ability to bring members together in a common purpose to support ongoing development and growth
- Negotiation and advocacy skills to engage and influence decision makers such as government, funders, and policy makers through knowledge and exceptional communication and interpersonal skills
- An ability to forge relationships and collaborations across a wide variety of organizations, associations, and community groups.

The Executive Director provides operational leadership, working with and reporting to the Board of Directors to achieve the objectives and goals of FSO.

**SUMMARY OF RESPONSIBILITIES**

- **Assume the role of FSO Leader and spokesperson**, in collaboration with the Board Chair, by
  - advocating for FSO to all levels of government and decision makers
  - acting as an advisor, identifying and assessing internal and external issues and working to guide all FSO activities and decisions
  - conducting official correspondence on behalf of the Board, jointly as appropriate

- representing the organization at events and enhancing the organization's profile
- promoting healthy, supportive relationships with member agencies, working together to promote community services and to respond to local needs
- **Value and promote collaboration by**
  - establishing and promoting strong working relationships and collaborative arrangements with stakeholders and other associations and groups that relate to FSO and its membership
  - promoting/facilitating regular Executive Director meetings in all regions
  - facilitating regular contact, communication, and sharing among members
  - ensuring reciprocal information sharing (e.g. opportunities, risks, needs) and use of feedback from FSO members
- **Provide operational management, including risk mitigation and financial planning by**
  - developing and implementing an operational plan, relating board goals to measurable outcomes, meeting the expectations of board and stakeholders
  - ensuring that confidentiality, privacy, and human resources policies are maintained
  - providing support to the Board by preparing meeting agenda and supporting materials
  - overseeing the planning, implementation, evaluation, and quality of programs, services, and special projects, ensuring they contribute to the mission and reflect the priorities of the Board
  - ensuring sound bookkeeping and accounting procedures, cash flow monitoring, expenditure approval within the E.D.'s delegated authority, and taxation legislation compliance
  - monitoring and ensuring compliance with the organization's risk management plan
  - providing the Board with regular comprehensive, financial, operational, and leadership reports
- **Support the Board of Directors by**
  - sharing the evolutionary development and implementation of FSO's vision and strategic plan to guide the organization
  - acting as an advisor to the board
  - fostering effective teamwork with the board

## **QUALIFICATIONS**

### **Education**

- Undergraduate or graduate degree (or equivalent combination of education and experience working in an association environment).
- Eligibility to register as a lobbyist in Ontario

### **Knowledge, Skills and Abilities**

- Demonstrated experience in managing stakeholder relations for a non-profit organization
- Demonstrated experiencing in managing a government relations portfolio
- Knowledge of leadership and management principles as they relate to non-profit organization
- Knowledge of current challenges and opportunities as they relate to the Family Service field and the mission of FSO
- Strong relationship building, interpersonal and communication skills
- Creativity and innovation to develop new and unique ways to improve the operation of the association and to create new opportunities
- Leadership, decision making, planning and organization skills

- Ability to think strategically by assessing options and actions based on trends and conditions in the environment and the vision and values of the association
- Knowledge of and commitment to the goals and values of Family Service Ontario
- Bilingualism an asset
- Experience in association management and in working with a Board of Directors

### **Working Conditions**

- Work from a home office with some travel
- Evening and weekend hours are sometimes required

Please forward your cover letter and resume to: Janet Irvine at: [jjirvine@familyserviceontario.org](mailto:jjirvine@familyserviceontario.org)

Deadline: 5 pm Wed August 12<sup>th</sup>

FSO believes in a diversity – friendly work environment and encouraged all people with the above qualifications, including those of all cultural backgrounds, ethnicities, sexual/gender identities, abilities, and beliefs to apply.

We thank all applicants for their interest in this position and regret that we are able to contact only those being invited for an interview.

In accordance with the Ontario Human Rights Codes, Accessibility for Ontarians with Disabilities Act (AODA) and the association's Accommodation Policy, accommodations will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to FSO.