



Title: Executive Director

Location: Toronto, ON

Hours: 20 hours per week - some evenings and weekends

Salary: \$45,000 per year.

Restorative Justice Housing Ontario (RJHO) provides safe, affordable housing for formerly incarcerated individuals.

About the role:

This is a one-to-two year transitional position intended to facilitate the growth of RJHO from a volunteer-driven to a professionally-managed organization.

This position will work closely with the Board of Directors to ensure the success and growth of RJHO in keeping with our strong commitment to support residents in a non-judgemental, and engaging way. We seek a highly experienced individual, with a strong background in not-for-profit organizations in a senior leadership role who is seeking a meaningful part-time, flexible opportunity to help others in the context of a caring and compassionate endeavour, deeply rooted in our shared humanity with each other and with those we are supporting.

Key Tasks:

1. Create the framework and environment for a permanent executive director.
2. Create annual operations plan and budget aligned with the Strategic Plan.
3. Develop and implement fundraising plans, including strategies for sustainable funding and planned expenses.
4. Develop and implement a communication and outreach strategy.
5. Develop and implement a community connections program.
6. Hire, supervise and support program staff.
7. Develop a volunteer program.
8. Develop a process for ongoing reporting to the Board and to donors and funders on progress toward goals.
9. Support the board to transition from an operational focus to a policy focus.

The preferred candidate will meet the following requirements:

- Demonstrated leadership ability.
- 10 years of experience as a senior leader in the not-for-profit sector preferably in Ontario.
- Demonstrated track record in managing operations.
- Financial development, planning and oversight experience.
- A combination of housing, mental health, addictions and criminal justice knowledge is desirable.
- Strong management skills, specifically in the areas of planning, human resource management and organization development.
- Strong interpersonal skills and the ability to work with a wide range of individuals and personalities.
- Ability to develop strong community relationships and commitment to community capacity building.
- Familiarity with document management systems.

RJHO encourages candidates from diverse backgrounds, including people who may need accommodation, to apply to join our team. Accommodation for applicants with disabilities is available, on request. If you are applying for this position and require accommodation, please indicate this in your cover letter and we will work with you to meet your needs.

Restorative Justice Housing Ontario requires all staff and volunteers to have an up-to-date police check, including a vulnerable sector check. Since RJHO is committed to upholding the values of restorative justice, a criminal record will not preclude the opportunity for employment or volunteer participation with RJHO.

Application process

Applications, including cover letter and resume, may be submitted to Info@RJHO.ca until Wednesday March 27 end of day.

Candidates who are invited to an interview will be asked to provide three relevant references.

NOTE: *This position is flexible as to the location of the work, depending on the task at hand.*