



Position: Executive Director

Contract Type: Full-time, permanent

Reporting to: Incumbent / Priest-in-Charge and Board of Management

Annual Salary: \$90,000 +

Benefits: A generous benefits package will be made available following the end of the three-month probationary period, which includes health and dental benefits, long-term disability, life insurance, and pension. Group and individual professional development opportunities are also provided to staff.

Paid time off: Four weeks (20 days) of paid vacation are provided and ASCCC typically closes between Christmas and New Year's Day, providing a handful of additional paid days off for staff to rest and recharge. Full-time staff are provided with 12 paid sick / wellness days annually.

Application Method: Send Cover letter + resume as one PDF document with the title Application – Executive Director to <ascccsearchcttee@gmail.com>. Shortlisted candidates will be invited to complete an assignment and to participate in an interview.

About All Saints

All Saints Church-Community Centre (ASCCC) has been serving the community at Dundas and Sherbourne since its establishment in 1872. ASCCC has taken many forms across its history, with a current focus on providing supports for some of Toronto's most economically disenfranchised people: people who struggle with homelessness, mental illness, addiction, and other challenges. All Saints has functioned as a community hub of social innovation for more than half a century, incubating programs that have become independent organizations. These organizations include Street Health, Council Fire, and Operation Springboard. An important community partner is All Saints Church Homes for Tomorrow Society (ASCHTS), which ASCCC established in 1987 as the province's first subsidized housing project for people who were single and poor. ASCCC currently offers pioneering harm reduction programs as well as food, nursing, and case management for our neighbours experiencing extreme poverty, or what Statistics Canada calls "deep

income poverty.” In April 2024, the ASCCC drop-in served 2,015 meals and received 1,250 visits.

All Saints’ mission is rooted in Jesus’ commandment to love one another. Our vision is to share in God’s love in action at Dundas and Sherbourne, especially those most in need, in a place of connection, welcome, and practical help. We value love, acceptance, welcome, inclusivity, and community. While All Saints is a ministry of the Anglican Diocese of Toronto, our staff, supporters, and guests come from all backgrounds, beliefs and walks of life, and we welcome all who share our mission to empower and support those whom our social systems have failed.

The Opportunity

We are seeking an organized, compassionate, hands-on senior leader to work closely with the incumbent to oversee the operations, finance, human resources, fundraising, communications and administration of the organization. In this role, you will work closely with the incumbent and board of Management to set and implement organizational strategy with the goal of fostering innovative programming, and maintaining ASCCC’s commitment to providing a supportive and non-judgmental atmosphere for the people we serve.

In addition to general oversight, the executive director is responsible for the effective operation of a daily drop-in, ASCCC’s flagship program. Our drop-in provides case management supports for people with challenging health, substance use, and housing needs. In this role you will plan, administer, and evaluate the program, overseeing personnel and working in collaboration with neighbourhood agencies to coordinate care and advocate for our community.

Responsibilities

- Maintain an open and close working relationship with the incumbent or priest-in-charge, collaboratively overseeing the successful implementation of ASCCC’s administrative, financial, fundraising, operational, and human resource functions.
- Work with the incumbent and board to set strategic directions for the organization and to develop programming responsive to the evolving realities faced by the communities we serve.
- Lead the overall operations of the organization, providing regular reports and advice to the incumbent and board, ensuring adherence of programming to strategic directions, and positioning the organization for continued success.
- Develop and maintain effective processes for information sharing and engagement between the board and staff.
- Work with the incumbent and board to increase and diversify revenue sources, setting fundraising targets and overseeing fundraising initiatives and the development of grant and other proposals, and maintaining positive relationships with funders and key stakeholders.

- Work closely with the treasurer, bookkeeper, and office administrator to manage the finances of the organization including budget development and management, accounts payable and receivable, reporting obligations, payroll, and annual audit.
- Oversee and coordinate ASCCC's facilities management and vendor relationships.
- Act as a public representative of All Saints externally at community events and meetings, planning sessions, working groups, and special events, working to foster collaboration among local agencies and to advance the interests of the organization and our constituents.
- Oversee day-to-day operations of All Saints programs, managing the drop-supervisor, staff, and bookkeeper
- Oversee the development, implementation, and management of effective procedures for staff and volunteer retention, recruitment, orientation, and training.
- Work with the board and incumbent to ensure compliance of ASCCC's policies and procedures with relevant legislation, standards and best practices including the Human Rights Code, the Ontario Employment Standards Act, the Occupational Health and Safety Act, the Workplace Safety Insurance Act, the Income Tax Act, and the Accessibility for Ontarians with Disabilities Act.
- Ensure that accurate and timely records, information and statistics are maintained and all reporting commitments are met.
- Oversee the development, preparation and negotiation of all contracts and licensing agreements.
- Other duties as assigned to support the work of the board and the organization as a whole.
- Ensure all of the above implemented in a manner consistent with the policies and procedures of ASCCC and the Anglican Diocese of Toronto.

Qualifications and Skills

- Minimum of 3 years of experience in an executive or senior leadership role in the non-profit, private or government sector.
- A postsecondary degree or diploma in business administration, non-profit management or related field or equivalent experience.
- Experience developing and implementing innovative funding strategies, managing projects, and forging and obtaining strong relationships with funding and partner organizations
- Compassionate and collaborative leadership style.
- Knowledge of or experience working in the community sector, social service agencies, housing, homelessness, harm reduction, mental health and substance use issues.
- Outstanding organizational, analytical and problem-solving skills.
- Ability to multi-task, thrive in a fast-paced environment, and adapt quickly to change.
- Flexibility and entrepreneurial spirit to accommodate high levels of responsibility and multiple and sometimes shifting priorities.
- Strong strategic thinking skills, political acumen, diplomacy, discretion, tact and good judgement.

- Demonstrated experience in recruiting, retaining, and training diverse staff and volunteers.
- Exceptional flexibility, conflict resolution, problem solving, facilitation, and communication skills.
- Ability to work both independently and collaboratively in a team environment that encourages equal contribution and diverse perspectives.
- Experience in advocacy and community building.
- Commitment to the principles of harm reduction and trauma-informed practice and to All Saints' approach to supporting the community members we serve.
- Advanced proficiency in Microsoft Office (Word, Excel, PowerPoint) is an asset.

At ASCCC, we believe that a workforce that reflects the diversity of the communities we serve strengthens our ability to achieve our mission. We strongly encourage applicants of all genders, racial, ethnic and cultural backgrounds, sexual orientations, abilities, and with a range of life experiences to apply.