



**EXECUTIVE DIRECTOR  
for  
COMMUNITY LIVING AJAX-PICKERING AND WHITBY**

Community Living Ajax-Pickering and Whitby is a developmental services organization that provides residential supports, day programs, and community outreach services in the southern part of the fast-growing Durham Region. The successful applicant for the Executive Director position will be accountable to a volunteer Board of Directors for performance expectations and reporting requirements.

**Experience Required**

Applicants should have at least three to five years of:

- Successful senior management experience in human services, ideally at the Executive Director level and ideally in the developmental services sector
- Managing a unionized workplace with direct experience at handling grievances and playing a key role in collective bargaining
- Overseeing a multi-million dollar operating budget
- Effectively representing an organization publicly especially with government on high-level interagency committees
- Development and implementation of strategic plans
- Reporting to a Board of Directors, preferably a governance board
- Driving or facilitating the successful growth of an organization
- Maintaining compliance with MCSS requirements
- Formulating organizational policy and procedure
- A demonstrated history of strong leadership skills, effective management development, clear and concise communication skills (both written and verbal), advocacy skills, commitment to client quality of life, and integrity.
- A demonstrated history of being a highly motivated self-starter who develops effective solutions, builds collaborative relationships, mentors others, and fosters a participatory and empowering work environment

## **Education/Knowledge Required**

- A graduate degree in an area or areas relevant to the management of a developmental services organization such as social work, psychology, business, public administration, human resources management, etc.
- A lower level of relevant completed university education may be acceptable if it is in addition to many years of successful and highly relevant work experience and other work-related training
- An understanding of change management and strategic planning
- Knowledge of legislation and best practices that are relevant to client care, financial management, physical plant maintenance, Health and Safety, and employee management
- Knowledge of community resources, fundraising, and working with government
- Knowledge of dispute resolution, team building, leadership, recruitment and selection, succession planning, employee compensation, and motivational strategies

## **Additional Requirements**

- A Driver's licence and access to a personal vehicle that can be used for work purposes
- A Vulnerable Sector Screening police records check
- Willingness to work flexible hours as required

**Salary Range:** \$115,000 to \$125,000 plus benefits

**Application Closing Date:** August 25th, 12:00 noon

*Applicants should forward their resumes to Christine Park at [Christine.Park@clapw.org](mailto:Christine.Park@clapw.org) . Only applicants being considered for an interview will be contacted.*

*CLAPW welcomes and encourages applications from people with disabilities. Accommodations will be made available on request for candidates taking part in all aspects of the selection process.*