

Executive Director, SSVP - National Council of Canada, Full-Time

Founded in 1833 in Paris, the Society of Saint Vincent de Paul (SSVP) is an international lay organization, united in the mission to serve persons in need. In Canada alone, the SSVP helps more than 300,000 people each year. The Society provides material support in the form of non-perishable food, clothes, household items and furniture to individuals and families across the country. Whether in their homes, on the street, in shelters, in hospitals or in prison setting, the work knows no boundaries. The Society also provides assistance to refugees, immigrants, and northern communities.

The founding activity, still practiced today, is the Home Visit. Through these visits, our members, known as Vincentians, establish personal relationships with persons in need by offering material assistance, as well as friendship and understanding.

Position Description

The executive director shall be the chief executive officer of the corporation and an officer of the board and shall:

- a) have the responsibility for the day-to-day management of the Society's National Council and its staff;
- b) report and hold office at the pleasure of the board, working closely with the President and the staff;
- c) attend all meetings of the board and members of the corporation, and act as principal liaison between Directors and staff;
- d) attend standing and ad hoc committee meetings, and act as principal liaison between committees and staff;
- e) work with the Board of Directors to identify the Society's strategic vision, priorities and policies, including establishing goals and objectives;
- f) work with the President and staff to create operational plans to support and achieve strategic goals and objectives;
- g) work with Regional Presidents to ensure they are supported in the achievement of common goals;
- h) lead fundraising to support the Society's various projects; supervise donors' funds allocation;
- i) manage the search for revenue sources and direct current and future projects to achieve successful outcomes;
- j) find and develop sources of financing for the Society;
- k) develop best practices and policies to support the Society's work.

The Ideal Candidate

Education

- Post-secondary educational program, or equivalent professional experience.
- Masters in Business Admin or related is an advantage.

Knowledge and Skills

- A highly organized and experienced leader; experience in the not-for-profit is an asset.
- A minimum of 5 years experience demonstrating experience in people and program management.
- A solid understanding of HR, accounting, financing, strategic planning, and budget preparation.
- The ability to work collaboratively and communicate effectively with volunteers, boards, committees, clergy, as well as external stakeholders.
- The ability to interpret by-laws, current legislation, acts, and regulations. Experience in governance is an asset.
- Strong public speaking skills.
- Excellent communication skills in English and French.
- Must demonstrate advanced digital literacy and ability to work with/administer online platforms and toolsets that facilitate online organizational work.

Core Values and Characteristics

- Someone who is highly organized and meticulous, yet also flexible and nimble in the face of unexpected events and requirements. Someone who can handle multi-tasking and is able to responsively re-prioritize as required.
- Someone who understands that the best supervisors are also mentors and has a positive attitude that inspires others. Someone whose colleagues and supervisors will confirm their outstanding capabilities for problem solving trustworthiness and reliability.

Work Conditions

- Position: Full Time
- Hours of work: 37.5 hours per week
- Flexibility in work hours required since some meetings are in the evening or weekend
- The position is based in the National Office in Ottawa.

Submit resume to national@ssvp.ca by September 30, 2022.

Only candidates chosen for an interview will be contacted.