



Job Posting: Executive Director of Nelson House of Ottawa-Carleton

Application Deadline: April 14, 2022

Start Date: May 30, 2022 or earlier if possible

Location of Position: Ottawa, Ontario

This full-time position is broad in scope. While occasional remote work may be possible, the bulk of the work is to be completed in-person at Nelson House's physical location in Ottawa.

Nelson House of Ottawa-Carleton is currently seeking an exceptional individual to assume the role of Executive Director. The Executive Director operationalizes the overall strategic direction of the agency and is accountable for all aspects of its management and operations including human resources/labour relations, finance, programming, property management, fundraising, and stakeholder engagement.

The Executive Director reports to the Board of Directors and works within the parameters of the agency's budget and policies, legislative requirements, and ethical guidelines to ensure the long-term sustainability of Nelson House.

Skills/Experience:

- Three to five years of recent management experience and proven leadership experience in the community-based not-for-profit sector.
- Human resource management experience preferably with experience managing in a unionized environment.
- Experience working and/or volunteering with relevant high-risk populations such as marginalized/vulnerable women, victims of gender based violence, children who have witnessed violence and sexual assault survivors.
- Experience in financial management, including developing and managing budgets, financial and statistical reporting and providing strategic direction with respect to pursuing funding opportunities
- Capacity to use and/or learn new IT systems and reporting platforms.
- Experience with policy development.
- Excellent conflict resolution skills.
- Demonstrated fundraising and networking experience.
- Experience in community engagement and outreach.

Other Qualities That We're Looking For:

- Collaborative and able to establish and maintain effective relationships with staff, Board, funders, community partners and donors.
- Solid strategic thinking and an ability to prioritize appropriately.
- An inspirational leader with excellent interpersonal skills, strong written and verbal communication skills, and team-building skills.
- Post-secondary education, such as a university degree in a relevant area (e.g., Social Sciences, Health Administration, Education, Counselling, etc.) or equivalent experience. A Master's degree would be considered an asset.

Since 1992, Nelson House of Ottawa-Carleton (NH) has been providing emergency shelter for women and their dependents fleeing abusive relationships. Our organization's mission is to provide safety to women and children fleeing violence and to work with other groups towards ending all violence. In our shelter, you will find support for both women and children through crisis intervention, crisis counselling, and practical supports. Our crisis workers provide assistance, support, and advocacy to women who are experiencing abuse. Women come to Nelson House of Ottawa-Carleton to break the cycle of violence in their lives and the lives of their children. The transitional and housing support program assists women residing in the community to take the next step in their journey towards autonomy and help them transition to a life free from violence.

Led by and reporting to a very passionate and committed Board of Directors, the Executive Director (ED) will be a compassionate leader who is driven to deliver exceptional services to women and their children. Their inspiring, forward-thinking and organized style will deliver on the ongoing and evolving mission, strategic vision and program goals of Nelson House. The successful candidate will be inspired by Nelson House's vision and mission and be committed to addressing challenges associated with bringing about meaningful change in the lives of women and their dependents who are fleeing violence. A mentor, and advocate for social justice, the next ED will be passionate about shaping a positive organizational culture.

Nelson House is committed to a diverse and inclusive workforce. We welcome applications from all qualified, applicants and encourage members of racialized, First Nations, Inuit and Métis and people with disabilities to apply.

COVID-19 considerations: The successful candidate will be required to comply with Nelson House's Vaccination Policy.

We thank all who apply and note that only those selected for an interview will be contacted.

Please forward your cover letter and resume to **Helen Ofosu at info@ioadvisory.com**