



Career Opportunity

- Posting Date:** January 15, 2010 **Closing Date:** January 30, 2010
- Position:** Executive Director
- Reference Number:** CN - 01
- Location:** Ottawa (Downtown area), Ontario
- Salary:** Competitive salary commensurate with qualifications and experience
Comprehensive benefits package included in compensation package
- Hours of Work:** 40 hours per week, flexible. Evening work will be required
- Responsibilities:** The Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors. Specific duties and responsibilities include:
- Operational Planning and program planning, including grant development
 - Writing proposals for funding and working closely with partnership organizations
 - Being the Ambassador and the Spokesperson for the organization within the community
 - Human Resources Planning and management of staff and volunteers
 - Asset mapping, financial planning, analysis and implementation of strategies to impact the organization's financial results
 - Establishing good working relationships and collaborative arrangements with community groups, funders, politicians and other organizations to help achieve the goals of the organization
 - Identifying and evaluating the risks to the organization's people and property and implementation of measures to control risks
 - Other duties as required
- Qualifications:** The successful candidate will be an independent self starter, with an exceptional networking ability and will possess the following:
- University degree, or equivalent experience
 - Strong knowledge and past experience in the principles of adult learning
 - 5 or more years of progressive management in a non-profit/ voluntary sector organization
 - Strong financial / managerial accounting knowledge
 - Knowledge of leadership and management principles as they relate to non-profit/ voluntary organizations
 - Knowledge of federal and provincial legislation applicable to voluntary sector organizations
 - Strong project management skills
 - A strong entrepreneurial spirit and ability to work independently
 - Proficiency in the use of computers – Microsoft programs, internet, e-mail
 - E-learning experience in a training capacity would be considered an asset
- Candidates must have a valid class G drivers license and the use of their own vehicle*
- Interested candidates are encouraged to forward a current resume, in confidence to:
- Application Details:** Cindy Newell
Director, Human Resources
e-mail: cindy.newell@ctv.ca or fax: 613.789.2107

Only those applicants selected for an interview will be contacted.