

Meals ON Wheels (Sudbury) is a community-focused organization embracing volunteerism in the provision of nutritious meals and services. We're looking for a highly skilled executive director to help us fulfill this important undertaking. Reporting to the board of directors, the executive director will oversee the strategic and operational efficiencies of our programs, staff and volunteers. The seasoned leader will not only understand current trends in the health care system and Ontario Health Teams but will also have experience in financial management, social enterprise revenue generation and assist the board in developing and implementing a successful fundraising plan. Experience in hiring and managing staff is essential and established relationships with local community groups is a bonus. Above all, the executive director should be highly effective in a leadership role that requires clear communication skills and decisiveness.

Objective of this role

- Work closely with the Board of Directors and various committees of the Board to assess and address issues affecting the organization
- Oversee daily operations of the organization, providing executive direction for program strategies and efficiencies, compliance, and quality assurance.
- Identify and address staffing requirements for efficient operations, and maintain a strong work culture that attracts and retains people while driving the organization's mission
- Increase awareness of the organization by being the main spokesperson and liaison with local media
- Develop an actionable plan for fundraising and revenue generation
- Leading the project for the ongoing expansion of the Hot Meal Replacement program regionally to increase revenue

Responsibilities

- Build and lead an effective team that's dedicated to fulfilling the organization's mission through highly successful programs, community engagement, and fundraising
- Serve as the face of the organization and participate in external events to increase visibility, credibility, and market brand, and develop strategic partnerships to further increase community awareness and expand programs
- Collaborate with the Board of Directors in the on-going creation and maintenance of the organizations strategic plans, organizational structure, operational systems, legislative priorities and other areas of concern
- Support the board in retaining appropriate levels of funding to ensure delivery of quality meal programs
- Maintain and build relationships with local funding organizations and groups
- Manage a \$1.5 million dollar budget for Meals On Wheels (Sudbury) and Home of Our Own Social Enterprise
- Be the lead agency resource with Ontario Health North
- Involvement, in conjunction with the Board of Directors, in setting the strategic direction of Meals on Wheels

Required skills and qualifications

- Bachelor's degree in health science/business administration or related field.
- Minimum three years' experience working in the health or social services sectors
- Minimum five years' experience in senior management, preferably with nonprofit organizations
- Knowledge of leadership and management principles for nonprofit organizations
- Experience in working with Ontario Health North an asset
- Proven success working with a Board of Directors
- Dynamic and charismatic team player who enjoys being the public face of an organization
- Must possess valid Glass G Driver's License, and have access to a personal vehicle

Preferred skills and qualifications

- Bilingual in both official languages
- Post graduate education with a concentration in non-profit organizations considered an asset.
- Experience in managing budgets
- Exceptional verbal and written communication skills

Please send your cover letter and resume to the Board Chair of Meals on Wheels Sudbury, Tiffany Cecchetto at tcecchetto@kpmg.ca.