

Executive Director, Eastview Neighbourhood Community Centre

86 Blake St., Toronto ON M4J 3C9

Position:	Executive Director
City Agency:	Eastview Neighbourhood Community Centre, 86 Blake St., Toronto ON M4J 3C9
Job Category:	Management / Executive
Position Type:	Full Time, Permanent (in-person role)
Job Region:	Blake-Jones, Toronto
Career Level:	Senior Executive (E.D., CEO, CFO)
Salary:	Wage Grade 7. Target Hiring Zone: \$102,155 to \$124,934 annually.
Benefits:	OMERS defined benefit pension in effect upon hiring Full health and dental in effect upon hiring Three weeks vacation and three float holidays per calendar year

Application Deadline: May 4, 2025

Eastview Neighbourhood Community Centre is an Agency of the City of Toronto with a 50-year history of success providing a wide variety of programs and services for children, youth, adults, seniors and newcomers in the Blake-Jones neighbourhood. As one of ten community centres in Toronto managed, operated and maintained by volunteer Boards of Management, Eastview is part of the City of Toronto's **Association of Community Centres** and subject to the same requirements as other City Agencies and is accountable to Toronto City Council.

The Eastview Neighbourhood Community Centre's Board of Management ("**Board of Management**") is undertaking the recruitment of an Executive Director, reporting to the Board of Management, to manage the day-to-day operations of the Community Centre and its employees.

Association of Community Centres are multi-purpose facilities that provide public spaces, programs and services to meet the recreational and social needs of their local communities. A City Council-approved [Relationship Framework](#) outlines the relationship of the AOCC Boards of Management to the City of Toronto, the mandates, delegations of authority, responsibilities and expectations of each Board of Management, ensuring transparent and accountable management.

Eastview is a member agency of the United Way of Greater Toronto and BGC Canada (formerly Boys and Girls Clubs of Canada). For more information, visit www.eastviewcentre.com.

We are seeking a dynamic, strategic and results-oriented leader to build on our strong foundation of success and help us:

- Engage meaningfully with the community to enhance and expand services to meet needs
- Strengthen relationships with the City of Toronto, United Way, BGC Canada, and other partners
- Increase agency revenues and sustainability
- Enhance the agency's profile and impact
- Foster an inclusive, collaborative, and high-performing staff team

Key Leadership Responsibilities:

Governance and Strategy

- Work with the Board, City, staff and key partners to establish and achieve Eastview's mission, vision, and key strategic goals that align with the City's priorities
- Lead strategic planning that addresses identified community needs and advise on feasibility and timelines
- Consult with the Board, City staff, Ward Councillor, Eastview staff and volunteers, and other stakeholders to determine priorities, establish strategic objectives and formulate programs, policies and procedures
- Work with the Board on the development of policies and best practices that comply with current legislation, the City of Toronto and BGC Canada requirements
- Support and engage the Board through orientation, reports, agenda preparation, and strategic communication

Program and Service Delivery

- Develop and execute annual operating plan and oversee the development of departmental and individual work plans that align with the strategic plan
- Lead and oversee the delivery of programs and services for children, youth, adults, seniors and newcomers, including a full range of BGC Canada programs
- Promote equity, diversity, and inclusion throughout all programs services
- Identify emerging needs and build new programs and services in collaboration with the community
- Establish and monitor targets and metrics to evaluate the effectiveness of programs and services
- Ensure appropriate automated systems are in place for effective data management that meets programs' analytical and reporting needs, facilitates management, financial and human resource administration, membership and funding

Leadership and Management

- Provide strategic direction and leadership to the management team and unionized staff
- Manage staff recruitment, training and development, performance management, labour relations and health and safety
- Lead, support and inspire the staff team, ensuring effective teamwork, high standards of work quality, organizational performance and continuous learning
- Lead labour relations (e.g., disciplinary measures, grievances, terminations) by applying relevant policies, legislation and collective agreement provisions
- Respond to the union and be available to represent Eastview and the AOCCs in the collective bargaining process

Financial and Facilities Management

- Develop and manage the annual budget in partnership with Director, Finance & Operations and in consultation with the City's Financial Planning Division, and provide leadership to management staff to ensure expenditures are maintained within City Council-approved budget limits
- Ensure timely preparation and submission to the City of annual audited financial statements
- Liaise with various levels of government, corporations, foundations and donors to sustain and enhance agency financial resources
- Identify and pursue new funding streams for long-term financial stability of programs and services
- Maintain and strengthen positive relationships with key funders including the City of Toronto, United Way, BGC Canada and a range of community partners and stakeholders
- Oversee facility maintenance and repairs in partnership with the City of Toronto

Community Engagement, Fundraising and Awareness

- Create and maintain a positive image of the agency and raise its profile in both the community and outside of it
- Participate in Eastview programs, services and events to build and foster meaningful relationships with community members
- Pursue additional fundraising methods such as special events, grants, rentals and donor engagement
- Respond to inquiries, issues and concerns from stakeholders, funders and media
- Prepare reports and presentations for the Board, funders and community stakeholders

Qualifications:

Required:

- Post-secondary education in nonprofit management, public or business administration, or a related discipline, or the equivalent combination of education and experience
- Leadership experience in relationship building, strategic planning, change management, financial management, public relations, fundraising and operations
- Experience developing, implementing, monitoring and evaluating community services and programs
- Proven ability to build, manage and motivate a high performing team
- Experience working with unions, collective agreements and grievance management
- Demonstrated success in promoting equity, diversity and inclusion
- Strong interpersonal, conflict resolution and communication skills
- Advanced written communication and analytical skills
- Deep understanding of community development principles and engagement strategies for individuals of all ages, particularly those marginalized by society and most at risk socially, emotionally, economically, physically and those with mental health concerns
- Knowledge of government policy issues that impact the operations of a multi-service organization providing a broad range of services to the public

Assets:

- Knowledge of the Blake-Jones neighbourhood and its community infrastructure
- Fluency with one or more languages spoken within Eastview's community and familiarity with the community cultures
- Experience working with government agencies and diverse cultural communities
- Familiarity with BGC Canada programs and policies
- Knowledge and understanding of relevant policies and government legislation including Occupational Health and Safety Act, Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act

Additional Information:

A Vulnerable Sector Screening (police reference check) is required by the successful candidate prior to commencing employment.

How to Apply:

Please send your cover letter and resume to: resumes@eastviewcentre.com with the subject line *Executive Director, Eastview Neighbourhood Community Centre* by May 4, 2025. The cover letter should indicate your years of senior management experience and salary expectations.

Equity, Diversity and Inclusion

Eastview Neighbourhood Community Centre is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse community members that we serve. Eastview is committed to employment equity. We thank all applicants for their interest but will contact only those applicants selected for interviews (no phone calls please).

Accommodation

Eastview Neighbourhood Community Centre is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs.