

Community Organized Support and Prevention (COSP) is a non-profit community agency which offers community-based justice related programs for adults and young persons. COSP aspires to engage community organizations and clients to build a foundation of integrated support, programs and services for at-risk populations, promoting accountability for youth and adults through prevention intervention and restorative justice.

COSP is seeking a dynamic and experienced leader for the position of **Executive Director (ED)**.

Accountable to the Board of Directors, the ED provides overall strategic, operational, and financial leadership along with clarity of the COSP vision and mission. The ED will oversee an interdisciplinary team that focus on skills development, the provision of case management, education, coaching, and system navigation. As an innovator, the ED will be excited about building and/or improving programs and capacity in the community sector and enjoys working in a fast paced environment. As an advocate, expert problem-solver and collaborator, the ED is a central point of contact for the community, and must be driven to help others while managing the day to day operations of the organization.

CORE JOB RESPONSIBILITIES

Leadership and Planning: Works with the Board of Directors to establish the long-term vision and strategy for the organization. Assists the Board in maintaining vision, mission and values statements and formulating a strategic plan. Cultivates and supports a strong and transparent working relationship with the Board, ensures open communication through written and oral reports on financial, programmatic, and strategic directions' milestones and goals.

Strategic Thinking and Risk Management: Analyzes criteria and methods to make decisions in complex situations, with the ability to be logical yet assertive and make difficult but necessary recommendations to the Board. Identifies, analyzes, evaluates and mitigates risks.

Partnerships, Relationships & Public Relations: Maintains a positive profile in the community. Forges strategic and supportive relationships to advance the work of the organization. Clearly and enthusiastically articulates the organization's mission and vision. Represents COSP within the justice system and the community and ensures the appropriate understanding of its role. Ensures that consultation and communication is maintained with all levels of government, and that COSP perspective and interests are considered. Liaises with external partners in regards to provision of services, development of programs, and problem-solving issues and acts as an expert on resources and system navigation.

Financial & Operational Management: Ensures the organization has the structures, processes and resources in place to accomplish its work, which includes the development and implementation of a sound financial management plan, fiscal accountability and consistent implementation of financial procedures. Ensures ongoing programmatic excellence, rigorous program evaluation and consistent quality of finance and administration, funding and communication. Ensures compliance with all funding partners' reporting and program requirements.

Ensures effective systems to track progress to regularly evaluate program components and measure successes that are communicated to the Board, members, funders and other partners as required. Creates and updates operational policies and procedures.

Human Resources: With a collaborative, empowering, team-oriented style of management, leads an interdisciplinary team, modelling a supportive, respectful and transparent working environment. The ED is a mentor for staff, and works with them to ensure their annual goals are aligned to COSP's strategic plan. Manages performance and offers professional growth and development opportunities. Ensures compliance with ESA and OHS and other legislation.

Fundraising & Development: Experience with revenue growth targets, developing compelling cases for support, writing inspiring proposals/grants, developing marketable sponsorship opportunities, providing effective stewardship. Ability to influence and engage volunteers, champions, supporters and prospective donors who have the potential to make connections and build relationships, influence others and instill confidence through superb communications.

EXPERIENCE & QUALIFICATIONS

An equivalent combination of education, experience and qualifications will be considered

3-5 years' related management experience

Minimum College diploma. University degree preferred

A working knowledge of specific legislation related to the business including CYFSA, YCJA, and CCC.

SKILLS

Understand youth and adult legislation in the justice sector, i.e. C&YFSA, police pre-charge options, court processes, probation services, program facilitation, outcomes measures

Excellent interpersonal skills and communication, both written and verbal are necessary for effective interaction with all levels of staff, clients, community partners and other members of the public

Experience working with diverse groups, building strong relationships including government, community, private sector, and other organizations

Excellent financial and human resources management skills

Demonstrated ability to work collaboratively with a Board of Directors to achieve the mission and broad strategic directions of the Organization

Demonstrated success in developing and executing strategic plans and in implementing collaborative initiatives

Ability to prioritize and to identify operational imperatives

Demonstrated competency with MS Office and related software applications is essential

Excellent report writing skills

Experience with government registrations: Canada Revenue Agency, Annual Registered Charity Information, Grants Ontario, and Grants and Contributions Online Services

Fundraising and proposal writing are definite assets. Experience with the United Way as a funded agency is an asset

Salary Range: \$50,960 - \$63,700. COSP offers a competitive benefit package

APPLICATION PROCEDURES

Applications, **including a covering letter and resume**, will be accepted by email to info@cosp.ca **until 5:00pm August 1, 2019.**

In support of a diverse and inclusive organization, COSP encourages applications from women, persons with disabilities, racial/visible minorities, and indigenous peoples. COSP is committed to accommodating applicants with disabilities throughout the hiring process. At any stage of the hiring process, we will work with applicants requesting accommodation.