



Silverheights Neighbourhood Association

15 Baldwin Drive
Cambridge, ON N3C 0G1
Phone: (519) 249-1200

Email: info@silverheightsneighbourhood.com
Website: www.silverheightsneighbourhood.com

POSITION POSTING

POSITION:	Executive Director
RESPONSIBLE TO:	SNA Board of Directors and Community
HOURS:	37.5 hours per week (flexibility to work afternoons, evenings and weekends is necessary to meet program requirements)
HOURLY RATE:	\$24 - \$26 / hour
LOCATION:	15 Baldwin Drive, Cambridge, ON N3C 0C5

WORKING CONDITIONS: Some travel requirements for purchasing and meetings with community partners at various locations within Cambridge and surrounding areas. This position primarily involves liaising with funders, public relations, partnership building, office work and physical movement while participating in activities and events. Participation at large scale indoor or outdoor community events may require prolonged standing as well as the ability to lift equipment up to 50 lbs.

JOB SUMMARY: Responsible for ongoing operations and administration of the organization. Supporting and facilitating Board of Directors, supporting and facilitating core Board committees, supervising staff, program management, agency representation, partnership and financial management.

RESPONSIBILITIES:

- Support the Board and its activities - assists Board in managing and developing tasks, acting as a resource, assist board in acting in accordance to policy and bylaws;
- Manage work to ensure strategic goals are being met;
- Organizational leadership and decision-making to ensure organizational growth and development, and managing partnerships;
- Seek, identify and develop proposals for funding opportunities; report and communicate with funding partners;
- Responsible for ensuring all staff requirements are met and maintained to minimize risk;
- Staff supervision – evaluation and management and ensuring staff activities adhere to policies and procedures;
- Facility management – manage program and event space;
- Budget Development, payroll, bookkeeping, preparing for Audit and data management;
- Program and Service Management and Evaluation – monitoring and managing all programs and services in accordance with best practices and effective use of available resources;

SKILLS, EXPERIENCE AND QUALIFICATIONS

- 3-5 years' senior management/supervisory experience and post-secondary education in Community Development related field i.e.: Community Development, Social Work, Business Management, Recreation Services, Volunteer Program Management;
- Demonstrated grant writing skills and experience with report writing and record keeping skills
- Knowledge of Cambridge Neighbourhoods and Community Development – an asset
- Superior communication skills, both written and oral
- Ability to analyze problems and to make sound decisions within policy and procedural guidelines
- Strong relationship building skills to effectively work with a variety of diverse staff, volunteers, partners and the general public
- Proficient organizational skills with the ability to manage multiple projects and tasks independently with minimal supervision
- Ability to effectively engage and utilize community resources to promote and enhance programs
- Strong computer skills and proficiency in Microsoft Office programs, including Excel, Word, Outlook and PowerPoint. Knowledge of Simply Accounting is an asset. Also experience with Camp brain, an online registration system and BambooHR or other HR software.

We Invite applicants to submit a resume with cover letter to board@silverheightsneighbourhood.com

Deadline Closing Date: Friday November 24th, 2023 at 5:00 PM

Please visit our website at www.silverheightsneighbourhood.com to apply

Only candidates selected for an interview will be contacted.