



# Villa Rosa

## Executive Director Opportunity

Founded in 1898, Villa Rosa was incorporated in 1965 and became a charitable organization in 1967, offering support and a safe place for mothers, babies and their families including places to live, individual counseling, life skills, education, and community prenatal and postnatal follow-up. Today, the organization continues to make a lifelong impact for single parents, babies, and families by being able to provide education and housing within an environment that can also offer a combination of personal counselling, childcare for their babies, parenting programs as well as nutritious meals. With a dedicated team of staff and volunteers, Villa Rosa provides individual and group instruction, social work support, early childhood education, and a variety of hands-on programs in a safe and nurturing environment.

### THE OPPORTUNITY

Reporting to the Board of Directors, Villa Rosa is seeking an Executive Director to provide leadership to a team of loyal staff and volunteers to achieve its goals and strategic objectives. The Executive Director plays an integral role in: providing leadership and direction of all day-to-day operational activities and program oversight; financial health of the organization; diversification of funding opportunities human resource management; and providing visionary leadership that includes best practices and community outreach. This collaborative leader will work with a variety of diverse stakeholders, act as a key spokesperson for the organization and excel in fostering internal and external relationships. Villa Rosa is seeking an experienced non-profit leader with the desire and ability to enable a robust future for the organization, its clients, and the community through a sense of shared purpose, achievement, respect, and dignity.

### KEY RESPONSIBILITIES

- Support effective policy governance practices, working in collaboration with Board Directors, Committees, and staff.
- Play a lead role in developing and implementing Villa Rosa's Strategic Plan, in line with the Board's vision and direction, to enable long-term sustainability and success.
- Act as a professional advisor to the Board of Directors on all aspects of Villa Rosa's activities.
- Provide day-to-day leadership and direction to staff responsible for service delivery, programming, fundraising, operations, human resources, financial and administrative management, and help identify and respond to emerging strategic priorities as required.
- Identify potential opportunities for collaboration and diversification of funding, build integrated partnerships, and support overall advancement for Villa Rosa, including stewardship of current and prospective donors.
- Continue to strengthen the community profile of the organization, foster relationships with key stakeholders and establish strategic community partnerships with allied organizations, Indigenous peoples and communities, the healthcare community, and government.
- Develop and lead a comprehensive fundraising and development strategy that supports and aligns with Villa Rosa's mission and goals and establish fundraising priorities and opportunities in collaboration with the Board, relevant staff, and other stakeholders.
- Promote an inclusive and welcoming environment of education, enrichment, healthy living, compassion, and growth.
- Honour the Truth and Reconciliation Calls to Action and champion dialogue and walking together towards a loving, just and caring community.
- Ensure compliance with all provincial licencing, accreditation and reporting requirements.

### SELECTION CRITERIA:

- University degree(s) at a graduate level in a related field, or a demonstrated equivalent combination of education and experience.
- Minimum of 5 years experience working in a non-profit setting, including experience working with a Board of Directors.
- Progressively senior leadership experience with demonstrated ability to develop and mobilize teams.
- Strong financial and business acumen with previous accountability for financial operations.
- Community-builder with demonstrated ability to develop effective relationships with various stakeholders.
- Engaging and emotionally developed leader with exposure to a variety of human resource matters.
- Servant leader who is approachable, visible, has a calm demeanour, compassionate nature, ability to work with vulnerable populations and a successful track record of coaching, mentoring, and influencing others.
- Exceptional interpersonal communication, problem-solving and conflict management skills.
- Experience working with and/or demonstrated commitment to working with Indigenous peoples and communities in the spirit of reconciliation.
- Knowledge and understanding of (or ability to learn, acquire and maintain knowledge and understanding of) all federal and provincial legislation applicable to the charitable sector and/or non-profit organizations.

**To apply to this opportunity, please send a resume and cover letter,  
quoting project #24117 to [jen@harrisleadership.com](mailto:jen@harrisleadership.com)**

*Villa Rosa is committed to equity, diversity and inclusions and welcomes applications from all qualified individuals and encourages women, racialized persons, Indigenous persons, persons with disabilities, and 2SLGBTQ+ persons to confidentially self-identify at the time of application. As an equal opportunity employer, accommodations for people with disabilities will be made during the hiring process.*