

## ABOUT ACORN FAMILY PLACE:

Acorn Family Place (AFP), formerly Wolseley Family Place, is committed to empowering and supporting parents and caregivers in the community through enhanced education and programming. We believe in working together to strengthen children and families on the challenging journey of living and growing by creating an increased sense of health, support and belonging. AFP supports families through the offering of programs and services to help them thrive, strengthening the larger community.

## THE OPPORTUNITY:

Reporting to the Board of Directors, the ED oversees all operations of AFP, including programming, financial management and oversight of policies and procedures. In partnership with the leadership team, the ED is responsible for creating an inclusive and collaborative working environment that embraces the principles of diversity, equity, and inclusion. The incumbent will serve as the face of the organization, representing AFP in the media and in public advocacy initiatives building meaningful relationships with participants, community partners, supporters, donors and funders.

## KEY RESPONSIBILITIES:

- Provide strategic leadership to the overall organization, delivering on AFP's commitment to the community and its members.
- Lead the development and successful delivery of programming in alignment with the vision, mission and strategic plan, responsive to the changing needs and priorities of the community.
- Work in collaboration with the board to support governance and accountability through reporting, updates, and analytics on the financial health of the centre.
- Lead a mid-sized team of full-time, part-time, contract staff and volunteers; provide feedback, coaching and performance management.
- Develop and implement a people strategy in alignment with the mission and vision of the centre, fostering a positive work environment for all.
- Strengthen the organization's community profile and build capacity through strategic community partnerships with allied organizations, partners, funders, and government.
- Oversee the creation and implementation of a fund development plan, which will include corporate and individual donations, major gifts and grants.
- Prepare annual budgets, and oversee financial management of the centre, including audit, and taxation.
- Ensure AFP operates in compliance with all legislative requirements; implement risk mitigation strategies to safeguard program participants and staff.
- Serve as the ambassador of AFP and build positive rapport in the community through speaking engagements, committees, partnerships, media relations, and social enterprise initiatives.

## SELECTION CRITERIA:

- Minimum of 5-7 years in a leadership role, preferably, but not necessarily in community or human development.
- Post-secondary education in a relevant field. A combination of education and related experience will be considered.
- Strong people leadership skills including an ability to inspire others and manage conflicts and challenges.
- Experience working or volunteering in community-based or non-profit organization, social service, or child development.
- Demonstrated commitment to community building, poverty reduction, child development, and food security.
- Financial management experience including budgeting and reporting. Oversight of capital projects(s) would be an asset.
- Excellent written and verbal communication and presentation skills, with the ability to adjust communication style and approach to the needs of diverse audiences.
- Strong MS Office skills including Microsoft 365, social media platforms, and collaboration tools.
- Flexibility to work evenings and weekends is required.

***To apply to this opportunity, please send a resume and cover letter, quoting project #25101 to [Meagan@harrisleadership.com](mailto:Meagan@harrisleadership.com)***