



## Executive Director

### THE OPPORTUNITY:

We have an opening for a talented and energetic leader to be our new **Executive Director of Leeds and Grenville Interval House (LGIH)**, reporting to the Board of Directors.

If you're a results-driven, team-oriented leader, you'll thrive in our collaborative environment where we work closely with our individual clients (and their children) in need of our services, our community partners and the Ministry of Children, Community and Social Services. As the leader of the organization, you will be responsible for aligning the strategic direction and operational execution of the LGIH's short-, medium- and long-term priorities.

As the ambassador and representative of the LGIH organization, you will continue to raise LGIH's community profile, expand partnerships and strengthen the trust and engagement with the clients we support, and our funders and donors in a manner that supports our vision/mission.

**Salary Range:** \$95,000-\$115,000

### WHO WE ARE:

Leeds and Grenville Interval House is a non-profit, charitable organization established in 1983 to provide accommodation, supportive counseling and a 24-hour crisis and support line for women in distress. The organization is funded by the Ontario Government, Ministry of Children, Community and Social Services, and additional grant programs that support women and children within the United Counties of Leeds and Grenville.

Our volunteer Board of Directors is comprised of passionate business-oriented community members with varying professional backgrounds who share Leeds and Grenville Interval House's vision for providing these important services.

We offer support in the following areas:

- A 24-hour Crisis and Support Line
- Short-term residential shelter for women and their children
- Transitional and outreach services for women
- Child witness program
- Group programs

Leeds and Grenville Interval House is committed to supporting women, children, and youth experiencing violence and working collaboratively with the community to eliminate all forms of violence and oppression. All our services are confidential and offered free of charge.

## WHAT YOU WILL DO:

As Executive Director, you will be responsible for providing leadership and direction in overseeing the administration, program delivery, and strategic plan for LGIH. You are a proven leader who can mentor and direct a team with a diverse mix of responsibilities and deliver on operational priorities. You are responsible for achieving and maintaining high standards in the overall delivery of client services. You will ensure staff are performing and delivering quality services to the clients from a trauma-informed and harm reduction focus. You are responsible for meeting all reporting, quality assurance, and program requirements.

An important part of your role will also be leading the development and implementation of strategies that enhance our overall business operations.

Operating within the Executive Limitations as defined by the Board of Directors, as Executive Director, you are responsible for setting and delivering on the strategic plan of LGIH. We expect you to balance a strategic focus with oversight of the day-to-day operations of the organization through your leadership. Specific areas of responsibility (\*) include the following:

- Operations and programs,
- Financial management, risk, and administration,
- Fundraising and stakeholder engagement,
- Marketing, communications, and advocacy,
- Human resources/labour relations planning and Management (in a unionized environment),
- Organization governance and board support.

(\*A detailed job description is available upon request)

## WHAT YOU NEED:

As the ideal candidate, you will have a post-secondary degree in a relevant social service (e.g., women's studies) or another related field of study with a minimum of five years of experience in a managerial/leadership role within a social work setting. Equivalent progressive experience working as a manager or Supervisor in a community social services organization would be considered.

This is a leadership role which means we're looking for proven leadership experience. You will have an in-depth understanding of the sector, experience in strategy development, financial management, talent management/engagement, program and operating budgets, along with compliance and regulatory requirements. Additionally, you will have prior experience working with Ministry officials and representatives and supporting a Board of Directors, and/or other volunteers who are involved in governance.

You will need to have extensive knowledge and experience with employee relations and labour/management issues in a unionized environment. It will be important for you to have an in-

depth knowledge of the non-profit sector, government-funded services, and relevant community resources. Most importantly, you will have extensive knowledge and understanding of women's equity rights issues, particularly as they apply to gender-based violence and harm reduction.

The ability to communicate in both official languages is not a requirement but would be considered an asset.

## WHAT YOU BRING:

- Exceptional people management skills and the ability to effectively manage, coach, and develop a diverse team of talented and professional staff.
- Your effective presentation skills and your ability to have a presence in front of a wide variety of audiences, including the Board of Directors, our clients and children, staff, and other stakeholders.
- Your goal orientation, strong sense of urgency, and ability to tackle projects in a proactive manner. You understand the details yet lead and motivate teams to deliver on the organization's vision and goals.
- Your ability to effectively multitask and prioritize the complex demands of multiple stakeholders and diverse portfolios.
- Your track record as a respected leader and credible change agent and supporting others through change.

In addition, we'll be looking for you to bring excellence in the following competency areas:

- Crisis and conflict management, problem-solving, and conflict resolution skills
- Strong organization/administrative and budgeting skills that align with time management skills and the ability to efficiently set and meet priorities
- Grant writing and reporting processes with proven ability to successfully complete funding applications
- Experience in developing and updating policies, procedures, and protocols
- Verbal and written communication skills
- Strong analytical skills and ability to leverage data-based information to support the mission

You will need to be fully proficient with computer software, specifically Microsoft Outlook/Excel/Word/PowerPoint/virtual communications tools such as Zoom/MS Teams and social media.

Must undergo criminal records checks and credit checks.

## TO APPLY:

Please take the time to tell us about yourself in a cover letter – we want to hear your story – your background, your accomplishments, and why this role is a good fit for you.

Please submit your cover letter and résumé to [intervalhouseboard@lguh.ca](mailto:intervalhouseboard@lguh.ca) by Friday, February 27, 2026. Please note that all applications will be acknowledged, but only those selected for an interview will be contacted. This posting will remain active on our website until our search process is complete. Please contact us, if you have any questions in advance of applying or to obtain a copy of our full job description.

Leeds Grenville Interval House is committed to an inclusive, barrier-free recruitment and selection process and to building a team that reflects the diversity of the communities we serve. As a women-only employer under the Ontario Human Rights Code, we welcome applications from all women, including those who identify as members of equity-seeking groups such as women with disabilities, Black women, Indigenous women, racialized women, 2SLGBTQIA+ women, and newcomers.

We encourage you to contact us in confidence at the email above and provide notice in advance if you require accommodations at any stage of the recruitment process. All requests for accommodation(s) will be considered in a fair and objective manner that will ensure applicants are treated with respect and dignity.