

**Position Title:** Executive Director  
**Reports To:** Chair and Board of Directors  
**Organization:** Society of Saint Vincent de Paul  
**Location:** Ottawa

### **About the Society of Saint Vincent de Paul**

Founded in Paris in 1833 by Frédéric Ozanam and his friends, the Society of Saint Vincent de Paul (SSVP/Society) is a worldwide organization of lay Christians. As a Catholic society, it is open to all those who desire to do good work in love and service of their neighbour.

Under the patronage of Saint Vincent de Paul, the organization draws its inspiration from his thoughts and his works. Over 13,000 members in Canada strive, in a spirit of justice, charity, mutual help, solidarity with the poor, and through personal commitment, to ease the hardships of those who suffer. In Canada alone, the SSVP helps more than 350,000 people each year. The Society provides material support in the form of food vouchers, non-perishable food, clothes, household items and furniture to individuals and families across the country. Whether in their homes, on the street, in shelters, in hospitals or in prison setting, the work knows no boundaries. The Society also aids refugees, immigrants, and Canadian northern communities.

### **The opportunity**

Reporting to the Chair and Board of Directors, the Executive Director (ED) leads implementation of the strategic agenda of the SSVP by working collaboratively with 5 Canada-wide Regional Councils to carry out its mission of serving people in need.

With both a strategic and operational focus, the ED, through an innovative, progressive approach will understand, direct, execute, and communicate the value of the Society. Using exceptional communication, problem-solving and decision-making skills, you efficiently execute while leading and engaging a small team of internal resources, a diverse and dispersed group of volunteers/members, external partners, and a variety of stakeholders. You exhibit strong resiliency while navigating through the unknown, charting and executing a path forward. You are comfortable facilitating conversations and collaborating with people from various backgrounds to find creative and innovative solutions to advance the work of the organization.

Primary accountabilities include:

- execute the strategic, business, and operational plans by working collaboratively and communicating effectively with the Board, internal resources, volunteers, Catholic Church representatives, government representatives and other stakeholders
- identify innovative opportunities to encourage greater integration and visibility of programs and activities
- negotiate agreements and further relevant partnerships with provincial/territorial and federal authorities as well as strategic partners and stakeholders
- provide information and advice to the Board and its committees to facilitate effective Board governance and stewardship
- provide executive direction to the SSVP administrative responsibilities and functions, including the development of policies, programs, financial controls, standards, and regulatory functions; evaluate the policies, programs, and structure of the SSVP
- provide executive oversight of the financial and budgetary functions
- establish systems and metrics to report the SSVP's progress towards short- and long-term goals; communicate results to stakeholders, partners, and the public to facilitate assessment/improvement of the organization's performance
- manage and develop relations with media and clients to build support for the SSVP's mandate among related organizations, stakeholders, and the public; serve as official spokesperson for the SSVP
- work jointly with representatives of related organizations and committees to manage the evaluation, development, approval, and implementation of activities including sourcing and securing SSVP funding

This is a rewarding opportunity to lead the SSVP; to help chart a path forward that enables the organization to continue to provide Canadians in need sustainable social change. Join an organization that changes lives.

### **The individual**

Working to advance and promote the organization, you bring the following:

**Education:** Undergraduate degree in a relevant field supplemented by lived experience. A graduate degree (Master level) in a related field is preferred.

### **Experience:**

- a minimum of 5 years progressively influential leadership experience in people and program management within the not-for-profit sector; people and volunteer leadership is required
- experience in planning and executing strategic priorities, influencing the work/methodology of both private and government sector stakeholders
- demonstrated experience working with a Board: a practical understanding of the principles of Board governance and effective practices of executive Board support
- advanced digital literacy and ability to work with/administer online platforms and toolsets that facilitate online organizational work

### **Competencies:**

- honed organization and project management ability to determine and advance strategic priorities
- exemplary listening and persuasive communication style to influence and facilitate engagement and outcomes
- flexible, informed, and quick to assess and provide direction around challenges and opportunities
- positively influence and lead others to achieve results that are in the best interest of the organization; exhibits a coaching mentality
- action-oriented; deals with situations and issues proactively, seizing opportunities that arise
- highly accountable and results-oriented while creating a common purpose and direction; in-depth understanding of financial management
- innovative and continuously embraces a 'what's possible' mode of thinking; challenges the status quo and encourages responsible risk-taking
- consensus builder: influence, negotiate and creatively manage issues to resolution
- effectively prioritizes tasks and projects while transparently communicating priorities
- strong integrator to facilitate cross-functional effectiveness
- knowledge and enthusiasm to work according to the fundamental values and characteristics of the Catholic Church
- fluent bilingualism in English and French

**Location**

Our head office is in an accessible building in Ottawa. We operate in a flexible hybrid work environment. Our preferred candidate would be located in the Ottawa/Gatineau area.

**Working Conditions**

The Executive Director will usually work in an office environment, but the mission of the organization may sometimes take them to non-standard workplaces.

The Executive Director works a standard work week, but additionally will often work evening, weekends, and overtime hours to accommodate activities such as National, Regional Council and committee meetings and representing the organization at public events.

**Total Rewards**

The position provides a competitive package that aligns with the skills and competencies of the individual, and includes flexible work/life policies, professional development, vacation, sick and personal leave.

**Inclusion**

The Society of Saint Vincent de Paul (SSVP) is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for our employees.

**How to apply**

Please forward your resume and cover letter in strictest confidence by email to [slewis@businesssherpagroup.com](mailto:slewis@businesssherpagroup.com)