



## Job Posting for Ottawa Carleton Lifeskills

### Executive Director

Ottawa Carleton Lifeskills (OCL) is currently seeking a confident, dynamic, forward thinking, team building leader with the business acumen and entrepreneurial spirit needed to successfully lead OCL into the future at a time when the developmental services sector is undergoing continual changes.

For more than 35 years, Ottawa Carleton Lifeskills' highly trained employees have provided a safe environment for adults with developmental disabilities across four programs: Residential, Supported Independent Living, Home Share and Community Participation Support.

The Executive Director is responsible for providing ongoing operational and strategic direction to Ottawa-Carleton Lifeskills Inc. This role ensures the Agency's financial viability through existing and new funding sources, continually improving the quality, relevance, and viability of service offerings, and positioning the Organization to become part of a network of support for individuals and families.

The Executive Director assesses opportunities for enhanced efficiencies and economies of scale in service delivery directly and through joint ventures with other agencies. They will position the Organization as a collaborative partner and leader for the sector at large regarding policy makers and other key stakeholders.

Additionally, the Executive Director is responsible for ensuring consistency of process and work practices across the Organization, clarity of roles, accountabilities and interdependencies within the Director and Management group, and compliance with corporate policy and Ministry legislation throughout the Organization

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**Job Title:** Executive Director

**Location:** Ottawa Carleton Lifeskills Head Office (9-1 Brewer Hunt Way, Ottawa)

**Annual Salary Range** \$160,000 to \$180,000

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As the Executive Director you are involved in leading the day to day operations and as such, have a list of responsibilities that require a deep understanding of the role, the organization and the sector. There are four broad categories of critical importance to the role:

**Commitment to results** – Client focused and goal driven. Action-oriented and Innovative.

**Business Savvy** – Entrepreneurial spirit, strong business acumen, and experience integrating and coordinating diverse areas of management

**Leading Change** – Providing leadership that continues to position OCL as a sector leader. Identifying/resolving problems, and establishing organizational priorities.

**Engagement** – Creating, maintaining and nurturing relationships for present and future benefit of OCL.

### **KEY RESPONSIBILITIES:**



- Establishes and maintains a highly collaborative and productive relationship with the Board of Directors, ensuring Board members have the information required to execute their governance function and address complex, strategic, and systemic issues.
- Maintains key focus on the core functions of the Organization, including strategy, finance, board management, fundraising, and program delivery, enabling it to achieve its long-term vision.
- Provides inspired leadership and direction, working collaboratively with senior leadership to grow the Organization, strengthen it, and ensure its sustainability.
- Develops high-quality business strategies and plans and ensures their alignment with both short-term and long-term objectives.
- Cultivates a strong and transparent working relationship with the Board of Directors, providing regular progress reports regarding financial, programming, and performance against stated milestones and goals.
- Plans, develops, and upholds a comprehensive and responsible annual budget and provides regular monitoring of revenues, expenditures and risks.
- Identifies opportunities for partnerships and alternative funding sources.
- Oversees execution of all aspects of business operations, long-term planning, and the sustainability of all resources which affect the operations of the Organization, including but not limited to capital, human resources, and physical facilities.
- Identifies community needs through ongoing consultation and positions OCL as a collaborative partner and leader in the sector at large, including with policy makers and other key stakeholders.
- Maintains a visible presence within OCL's program locations, with the workforce at large, and with individuals served and their families.
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- Creates a working environment consistent with OCL's mission, vision and values and ensures a unifying vision and direction that is shared with and modeled for key stakeholders.

#### **QUALIFICATIONS:**

- An undergraduate degree is required. A minimum 10+ years of proven and progressive experience at a senior management level, with previous organizational responsibility and authority for strategic development and execution.
- A collaborative, mission-minded professional with a passion for the sector and the energy, strategic foresight and management experience to make a difference.
- Proven ability to foster a highly engaged, innovative workplace culture that embodies the mission, vision and values that define the association.



- A visionary with a track record of success in leadership, advocacy, and strategically advancing an organization towards its mission.
- Strong financial and asset management skills, able to move with ease from engagements at the provincial level to the community level.
- Demonstrated ability to lead the evolution of an organization through vision, influence, planning and tenacity.
- Possesses political acumen and a proven ability to work with municipal, provincial, and federal levels of government where necessary.
- Respected and trusted leader who encourages team collaboration, and inspires accountability.
- Strong interpersonal skills and the ability to sustain effective working relationships with persons served, Board members, staff, union and stakeholders.
- Superior communication skills, experience in a unionized environment, and a deep commitment to staff development and empowerment.
- Ability to lead change and influence the organization from a position of credibility and competence.
- The ability to advocate on behalf of OCL, participate in fundraising activities, and realize opportunities for enhanced government funding.

**OTHER REQUIREMENTS:**

- A clear Police Records Check with the Vulnerable Sector Screen is mandatory.
- A valid driver's license, eligibility under OCL's insurance and access to a personal vehicle is required.

We thank everyone for the interest in this position; however, only those candidates invited to interview with us will be contacted.

OCL is an equal opportunity employer committed to Equitable practices, Diversity, and Inclusion. We are pleased to consider all qualified applicants for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran's status or any other legally protected factors.

OCL is committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, OCL and BMG (conducting the search on behalf of OCL) will make accommodations available to applicants with disabilities upon request during the hiring practice.

**For a copy of the full job description please use "OCL Executive Recruitment" as your subject line and email [recruitment@barnesmanagementgroup.com](mailto:recruitment@barnesmanagementgroup.com)**

**To apply for this position, please click [HERE](#)**