



**Title: Executive Director**

**Location:** Toronto, ON

**Hours:** 25 hours per week – including some evenings and weekends

**Salary:** \$45,000 per year

**Restorative Justice Housing Ontario (RJHO)** provides safe, affordable transitional housing with support for formerly incarcerated individuals to reintegrate into the community.

RJHO is strongly committed to support residents in a non-judgemental and empowering way to enhance their capacity to live outside an institutional environment. We are seeking a highly experienced individual, with a strong background in not-for-profit organizations in a leadership role, who is seeking a meaningful part-time, flexible opportunity to help others in a caring and compassionate endeavour, deeply rooted in our shared humanity with each other and with those we are supporting.

**About the role:**

The Executive Director will support RJHO to transition from a primarily volunteer-run organization to a more professionally-managed organization.

**Key Tasks:**

The Executive Director will work collaboratively with other part-time staff, established committees, and an active volunteer board to refine and implement RJHO's strategic directions. This will include development and implementation of the following:

1. Annual operational plans and budget aligned with the Strategic Plan.
2. Specific programs to achieve strategic goals.
3. An ambitious fundraising plan using available resources to support sustainability and growth.
4. A robust volunteer strategy.
5. A communication and outreach strategy.
6. Strategic relationships with key community partners.
7. Ongoing reporting to the Board, donors and funders on progress toward strategic goals.
8. Human resources plan to meet emerging needs.
9. Organizational infrastructure, including systems and databases to support RJHO's administration and fundraising.

**The preferred candidate will meet the following requirements:**

- A minimum of 5 years of experience in the not-for-profit sector, preferably in Ontario.
- Leadership ability, demonstrated by leadership experience in the not-for-profit sector.
- In depth knowledge of one or more of the related fields: restorative justice, affordable housing, mental health, substance use, and criminal justice.
- Demonstrated strong management and collaboration skills in operational planning and human resources.
- Experience in financial development, planning and oversight.
- Demonstrated experience in development and implementation of fundraising strategies.
- Experience in the development of strong community relationships.
- Commitment to RJHO values including individual and community capacity building.
- Strong interpersonal skills and ability to work with a wide range of individuals and personalities.
- Familiarity with data management systems.

RJHO encourages candidates from diverse backgrounds, including people who may need accommodation, to apply to join our team. Accommodation for applicants with disabilities is available, on request. If you require accommodation, please indicate this in your cover letter and we will work with you to meet your needs.

Restorative Justice Housing Ontario requires all staff and volunteers to have an up-to-date police check, including a vulnerable sector check. Since RJHO is committed to upholding the values of restorative justice, a criminal record will not preclude the opportunity for employment or volunteer participation with RJHO.

### **Application process**

Applications, including cover letter and resume, may be submitted to [Info@RJHO.ca](mailto:Info@RJHO.ca) until Monday December 2, end of day.

**NOTE:** *This position is flexible as to the location of the work, depending on the task at hand.*