



**CSSP** Centre for Spanish Speaking Peoples

**CGHH** Centro para Gente de Habla Hispana

## **Executive Director**

### **Who We Are**

For over 50 years, CSSP has served the Spanish-speaking/Latin American/Latinx community in Ontario. We provide a wide variety of services and programs to our community members such as Settlement Program, Legal Clinic, VAW Program, Senior Program and a Sexual Health Program. We plan to grow the impact and reach of the programs offered by the organization.

### **The Opportunity**

Reporting to the Board of Directors, the Executive Director is responsible for overseeing the delivery of CSSP strategic plan and priorities, for enhancing its operations and programs, and the overall management of the organization. We are looking for a value-driven leader with experience in the non-for-profit sector.

### **What You Will Do**

#### **Strategic Planning**

- Partner with the board to articulate the 3-5 year strategic plan
- Report key metrics to the board to monitor progress

#### **Institutional Funding**

- Provide and maintain fundraising initiatives and donor relations
- Oversee the grant and funding application approval process

#### **Program Management**

- Oversee program deliverables, resource allocation and evaluation
- Develop and foster relationships with external stakeholders
- Ensure effective program policies, procedures and processes are implemented

#### **Community Development**

- Participate and represent the CSSP in collaborative planning and partnership building activities
- Serve as spokesperson on emerging community related issues

#### **People & Operations Management:**

- Leading and maintaining a supportive and inclusive culture, overseeing a team of 20-25 staff members
- Oversee recruitment and performance management
- Manage union relations and labour negotiations

#### **Financial Management**

- Oversee annual budget forecasting and monitoring
- Oversee the internal and external audit processes and the annual audited reports
- Ensure that all applicable internal financial controls are followed, including grant and funding reports

#### **Property Management**

- Overall responsibility for property management and facility issues

#### **Board of Directors**

- Report to Board Directors and attend board and committee meetings.
- Maintain communication with the President of the Board and oversee the logistics of the board meetings

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TELEPHONE: (416) 533-8545

[www.spanishservices.org](http://www.spanishservices.org)

## Who You Are and What You've Done

### Education

- Bachelor's degree in a relevant field (e.g., social work, nonprofit management, public administration) required.
- Master's degree in a related field preferred.

### Experience

- Minimum of 5 years of senior leadership experience, preferably the non-profit sector.
- Demonstrated track record of successful organizational leadership, program development and resource management.
- Experience working with and advocating for marginalized or underserved communities.

### Knowledge and Skills

- Strong understanding of issues affecting the Spanish-speaking community, including immigration, social services, healthcare, and education.
- Excellent communication skills in English and Spanish, both written and verbal, preferred.
- Proficiency in budgeting, financial management, and resource allocation.
- Ability to develop and implement strategic plans, policies, and initiatives to advance the organization's mission and objectives.
- Strong interpersonal skills with the ability to engage effectively with diverse stakeholders, including staff, board members, funders, donors, government agencies, and community partners.

### Leadership and Management Abilities

- Proven track record of effective leadership, including staff supervision, team building, and performance management.
- Experience in strategic planning, organizational development, and change management.
- Demonstrated ability to cultivate and maintain relationships with funders, donors, government agencies, and community partners.

### Legal and Regulatory Compliance

- Knowledge of relevant legal, regulatory, and contractual obligations governing non-profit organizations.
- Experience ensuring compliance with reporting requirements and best practices in governance and accountability.

### Salary and Benefits

- Annual salary of \$90k to \$95k plus group benefits
- Personal development courses and other educational opportunities

### Application process

If interested, please email your cover letter and resume to Gia Pflucker at [gia@spanishservices.org](mailto:gia@spanishservices.org)

*We believe that diversity and inclusion is essential to the success and strength of our organization. We believe that a proactive approach where we support and embrace our individual talents and differences enriches our firm, our professional practice and our communities. We are committed to accessibility for persons with disabilities. If you have any accommodation requirements, we will work with you to make appropriate arrangements*

***\*We thank all applicants who apply, only candidates selected for an interview will be contacted.***