



## Jean Augustine Centre for Young Women's Empowerment Executive Director

**Reporting to:** Volunteer Board of Directors (via Founder & Chair)  
**Duration:** Permanent, Full-Time  
**Salary Range:** \$95,000-110,000  
**Working Hours:** 37.5 Hours Monday to Friday (evenings and weekends as required)  
**Work Location:** 101 Portland Street, Etobicoke, ON M8Y 1B1

The [Jean Augustine Centre for Young Women's Empowerment](#) was established in June 2014 by the Hon. Dr Jean Augustine. Recognizing the need for a space of this kind—a centre now celebrating 10 rewarding years and counting—the centre is dedicated to building the self-esteem and self-worth of young women and girls by positively influencing their outlook on life, broadening their horizons, and empowering them to take charge of their futures. It is within this context that the Board invites nominations and applications for the role of *Executive Director*, a position that will have an indelible impact on the centre's next phase of growth, success, and impact.

Reporting to a volunteer Board of Directors chaired by Dr. Augustine, the Executive Director will provide strategic leadership and oversee organizational management and resource planning to ensure the effective functioning of the organization. Key responsibilities include managing financial operations; handling HR-related matters within the organization; leading grant writing efforts; organizing events; spearheading fundraising initiatives; and, managing donor relations to secure essential resources for the centre. Among other responsibilities, this role involves engaging with the greater community to foster strong partnerships all while serving as a role model to the young people who garner services and support from the organization.

### **Qualifications**

Among the qualifications sought in candidates, the incoming leader must demonstrate a profound commitment to advancing reconciliation and promoting equity, diversity, inclusion, and accessibility in all its forms. They should intrinsically believe in the importance of leading with curiosity, valuing diverse perspectives, and transforming innovative ideas into tangible possibilities. While all candidates are encouraged to apply and, in so doing, share how they see themselves adding value to the centre, the following credentials and/or experiences are seen as possible markers of the candidates most likely to realize success in the role: A) an ability to deeply understand and effectively respond to the lived experiences of the young women and girls who benefit from the centre; B) a Bachelor's degree in a relevant field (e.g., non-profit management, social work, business administration) or the equivalent combination of experience and

continuous learning; C) leadership experience in the not-profit and/or charitable sector, with knowledge of Canadian charity regulations, fundraising best practices, and non-profit governance principles; D) the ability to effectively communicate with Board members, donors, volunteers, employees, the media, and the community at large in both spoken and written form, and; E) a proven strategic thinker, a collaborative leader, and a passionate advocate for social change.

## **How to Apply**

*The Jean Augustine Centre is committed to creating a diverse, inclusive, and equitable workplace that represents the communities they serve. They encourage applications from individuals of all backgrounds, including those with lived experience relevant to their mission, vision, and values.*

*The Centre offers an inclusive and welcoming culture, a committed Board and staff, a competitive salary commensurate with experience, and a comprehensive total rewards package that includes: dental, health and vision benefits, life insurance, an Employee Assistance Program, flexible work opportunities, paid leaves, and more.*

*The Jean Augustine Centre is partnering with BIPOC Executive Search to ensure an applicant list that is diverse and is as intersectional as possible. **All interested applicants can send their resume to Melissa Sumnauth and Laurie Toulouse by e-mailing [ltoulouse@bipocsearch.com](mailto:ltoulouse@bipocsearch.com).***

*In accordance with the AODA Act, for applicants living with a disability accommodation will be provided throughout the search process. Should accommodations be required, please make Melissa aware by using the above address.*

*We thank everyone for their expression of interest—and are truly appreciative of the time individuals put into applying—but with the limitations of time only those selected for an interview will be contacted. Please note that candidates who advance to the shortlist interview stage of the recruitment process will receive an honorarium payment.*

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