

Job Posting: Executive Director
Full-time, permanent role with benefits and pension

POSTING #: KC-2024-05

Kemptville Campus Education and Community Centre is a non-profit organization dedicated to realizing the full potential of our extraordinary, historic, publicly owned campus, offering a welcoming and sustainable working, learning, and recreational environment for people from all regions of Eastern Ontario.

Application:

The Kemptville Campus is seeking to fill the position of Executive Director. Interested applicants may submit a cover letter and resume outlining their qualifications in confidence to Kelly Baatnes, Administrative Assistant, at KBaatnes@kemptvillecampus.ca by 4 p.m. on **Friday, August 30, 2024.**

Please quote “KC-2024-05.”

Responsibilities:

Reporting to the Kemptville Campus Board of Directors, the Executive Director will provide leadership to ensure the Campus achieves its stated mission. The Executive Director will lead the development and implementation of business and operational plans under the guidance of the Board’s strategic plan. Other key responsibilities will be to lead a productive and positive staff team, to create a welcoming environment for tenants and campus users, and to ensure financial sustainability.

For more details, please see the full job description.

Qualifications

The position will require:

- significant demonstrated experience in an advanced management capacity, minimum of eight to ten years of progressive experience in strategic and senior management in a similar environment involved with finance, policy and program development, and fiscal planning
- working knowledge of the professional and technical disciplines relating to functions and activities of facility management, operations and maintenance; finance, human resources, procurement, risk management, information technology, leasing and tenant relations, marketing, community involvement and economic development
- superior project management skills with proven ability to multi-task and proactively manage competing priorities
- excellent interpersonal, communication (written and oral), analytical, report writing, problem-solving, presentation, public relations, strategic planning, organizational, leadership and supervisory skills

- proven success in leadership, human resources, and people management
- demonstrated political acumen and the ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature; ability to maintain confidentiality
- ability to work effectively in a team environment and fostering good rapport and cooperative business and working relationships; to resolve conflicts, negotiate, mediate, facilitate and present complex information to a wide variety of stakeholders
- computer proficiency and comfort working in a cloud-based, Microsoft digital environment, online bank payment and payroll systems, etc.
- valid and satisfactory Police Records Check
- willingness to upgrade skills, attend education and training seminars
- valid driver's license

Asset qualifications:

- a college or university degree/diploma in a related field would be desirable
- oral and written fluency in French

What we offer:

- Competitive salary commensurate with the candidate's skills and experience
- Extended health benefits (following three-month probationary period)
- OMERS defined benefit pension plan
- A beautiful campus working environment with green space, greenhouses, and trails through the forest at your doorstep
- You will be part of a small but friendly and growing team (currently eight staff plus two independent contractors and a dedicated team of board members) working to fulfill our Campus' mission and build a thriving education and community centre!

We thank all those who apply; however, only those applicants selected for an interview will be contacted.

Kemptville Campus is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act (AODA) and any other applicable legislation throughout all stages of the recruitment and selection process.