



# Community Living St. Marys & Area

## Job Posting: Temporary Executive Director

Posted: May 27, 2025

Deadline for Application: June 6, 2025 by 4:00 pm

### About Community Living St. Marys & Area

Community Living St. Marys and Area (CLSMA) is a not-for-profit charitable organization that supports more than 60 people with developmental disabilities and their families, and has over 100 employees.

Like many Community Living organizations, our association was started in the 1950s by families looking for somewhere their young adult children could contribute and belong. Through the years, the association has grown but kept its strong roots tied to families and community. Currently, our organization receives funding from a variety of sources, including the Ministry of Children, Community and Social Services.

CLSMA is committed to our vision of a community where everyone belongs; our role in supporting our community to welcome and support all people as valued and contributing citizens; and, recognizing and acting on the belief that each person has unique gifts that are necessary contributions to strengthen and build inclusive communities. Our first principle is 'Everything starts with the person' and our signature gift is 'We have a long history of being innovative, engaged in community and committed to people'. The successful candidate will show an understanding of our vision, mission and the principles and demonstrate a commitment to them.

### About the Opportunity

Reporting to the Board of Directors, the primary focus of the Temporary Executive Director is to maintain the strategic vision for the organization and to hold the overall accountability for providing effective leadership and direction to all aspects of the work. The key aspects of this role include:

- leading a growing team and overseeing all supports and services, operations and administrative functions
- demonstrating a visible leadership presence with people who are supported by CLSMA, staff, other organizations in the sector, and the broader community
- forwarding the strategic objectives and plans of the organization
- overseeing financial management and compliance; including multi-source budgeting and reporting
- supporting staff wellness and development and a positive work culture that is grounded in the principles of CLSMA
- engaging with and advocating for the communities served by CLSMA at a local and provincial level

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This role is a temporary position to cover a planned leave for a period of 14 months. The projected start date is August 1, 2025.

### **About You**

The ideal candidate will have relevant post-secondary education and a minimum of 5 years of senior level experience working in a non-profit organization with a large staff, government agencies and a Board of Directors. A combination of formal education and extensive relevant experience is required.

Additionally, the following are required:

- a valid driver's license and access to a reliable vehicle
- willingness to travel throughout Southwestern Ontario
- ability to work occasional evenings and weekends
- ability to provide a criminal record and vulnerable sector check

The following skills and abilities are critical for success in this role:

- outstanding organizational development capabilities
- strong communication and interpersonal skills
- a proven ability to motivate key management functions, staff and volunteers to achieve desired goals
- strategic capabilities to continue to position the organization effectively in meeting the changing needs of the people and communities engaged

Ideally, you will be able to commit to this role in a full-time (temporary) capacity, based at the office for 40 hours per week for up to 14 months. However, Community Living St. Marys and Area values innovation and collaboration and the Board of Directors is open to considering other options, such as job sharing or other flexible work arrangements for the right candidate(s). If this is of interest to you, please share your proposal in your application.

### **About the Benefits**

We offer an excellent working environment, a comprehensive compensation package and opportunities to make a daily impact in our community.

### **About the Application**

Apply in confidence to the Hiring Committee by email: [edrecruit@clstmarys.ca](mailto:edrecruit@clstmarys.ca) by June 6, 2025 at 4:00 pm. Your application should include a resume and cover letter. In your cover letter, please tell us about yourself and why you would be a great fit for this position.

We are an equal opportunity employer and encourage applications from candidates who have been historically disadvantaged or marginalized. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, Community Living St. Marys & Area will make every effort to accommodate applicants with disabilities in its recruitment process.

We thank all applicants, however, only those selected for an interview will be contacted. Applicants will receive an automated email to confirm that their application has been received.