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## JOB POSTING

**Position:** Executive Director  
**Reports to:** Board of Management of Swansea Town Hall Community Centre  
**Hours:** 35 hrs / week (some evenings and weekends required)  
**Supervises:** Assistant Executive Director, Executive Assistant, Administrative Assistant, Coordinator(s) of Program(s), Caretakers, Cleaner

### Job Function:

To provide senior strategic advice, organizational leadership and day-to-day operation and direction on all Swansea Town Hall matters including community engagement and support, human resources, facility and operations management, resource development, strategic partnerships, finance and administration and the implementation and reinforcement of the Town Hall's By-Laws and Policies as established by the Swansea Town Hall (Town Hall) Board of Management (BOM) and the City of Toronto's public service framework.

### Major Responsibilities:

#### *Board Administration and Support*

- Reports to the BOM in accordance with the Relationship Framework.
- Responsible for the day-to-day administration and operation of the Town Hall and reports to the BOM which is responsible for oversight of the Town Hall.
- All job functions are performed under the oversight of the BOM.
- Provides timely notice to the BOM and its committees of developments as necessary.
- Develops and makes recommendations to the BOM and implements and administers the Town Hall's Policies and procedures.
- Co-ordinates information and reports on activities for presentations. Attends BOM and BOM Committee meetings. Attends public meetings to provide information. Supports BOM and BOM Committee development, training, and recruitment.
- Ensures the development of targets and measurement criteria to evaluate the effectiveness of the Town Hall's programs and services.
- Develops and manages partnerships with residents, local community networks and agencies to assess needs and develop programs/services to solve community problems and build community capacity, social capital and well-being. Acts on behalf of the Town Hall to promote things that will be of benefit to the Town Hall, its clients, staff and volunteers.
- Provides support and guidance to volunteer Board members via orientation, preparation of reports, agenda construction, meeting scheduling, meeting minutes, communication between Board and staff, maintaining confidential material, implementing Board decisions and identifying issues and ways to address them. Ensures delivery of BOM and BOM Committee materials on a timely basis.
- Gathers information from the BOM, staff, volunteers and stakeholders and develops and makes recommendations to the BOM, in order to determine priorities, establish objectives and formulate programs, policies and procedures.
- Facilitates the functioning of the BOM, providing liaison among the BOM, staff, stakeholders and City Council.
- Establishes and maintains, in consultation with the BOM and subject to the BOM's approval, the Town Hall strategic plan.

#### *Programme and Service Delivery*

- Provides advice, guidance and overall co-ordination related to quality improvement for community programs, including indicator development and analysis, quality improvement initiatives, identification and use of best practice data and program evaluation.
- Identifies emerging needs, new communities, possible initiatives, and entrepreneurial and innovative approaches.
- Designs and builds new programming with fresh resources.
- Manages all aspects of a Community Centre including its viability and operational functions. Achieves the goals and objectives of the Town Hall as established by the BOM and informed by stakeholders and City Council.

- Ensures appropriate automated systems are in place to enhance, develop and implement effective data management services to ensure that essential information is available to meet programs' analytical and reporting needs and to facilitate the centre's management, financial and human resource administration, membership and funding.
- Collaborates, negotiates and advocates with City staff and community agencies, plus community members, to create or strengthen broad social programs and policies and the impact of initiatives by other levels of government and community-based organizations on community issues and services.
- Reviews and analyzes policies and procedures of the Town Hall for compliance with laws, including acts, regulations and contractual provisions.
- Prevents crises, manages critical issues, solves difficult problems, and anticipates and addresses matters which are or may become critical issues for the Town Hall.

#### *Financial, Risk and Facilities Management*

- Develops, recommends and administers the annual budget for the Town Hall, and ensures that the Town Hall's expenditures are controlled and maintained within approved budget limitations.
- Develops and monitors financial policies and practices and manages human resources consistent with the goals and philosophy of the Town Hall.
- Protects and reflects the Town Hall's interests in its legal relationships with funders, businesses and agencies that support Town Hall operations. Negotiates, executes and administers legal agreements that affect the Town Hall with a range of government departments and contractors of selected services to the Town Hall.
- Exercises signing authority for a broad range of Town Hall contracts and other legal documentation in respect of: facilities, operations, human resources, unions, funders, program partners, and users of facilities in accordance with Town Hall Policies.
- Participates in risk management activities including the provision of risk indicator reports when necessary and working closely with the BOM, other City staff, contracted agency staff and clients to manage risks and minimize liability to the City of Toronto.
- Manages maintenance and operations for the facility including the physical building, its design and layout including elevators, plumbing, heating and air conditioning, flooring, lighting and electrical systems, security systems, roofing, the grounds and surrounding areas including gardens, wheelchair accessibility and furniture and equipment of the facility .
- Provides overall control and direction for all funding including overall and individual budgets for administration and various program areas. Administers and supervises all financial and budgetary activities of the Centre in accordance with Town Hall policies.
- Submits financial statements for BOM approval, and administers monthly reconciliations , accounts payable, payroll, requisitions, purchase orders and receipts.
- Presents and defends budgets before Committees, the BOM and Council.
- Compiles and maintains documentation and contracts in compliance with City of Toronto policies, guidelines and other legal requirements.

#### *Human Resource Management*

- Manages, motivates and ensures the effective training of the Town Hall's staff, ensuring effective teamwork, high standards of work quality, organizational performance and continuous learning.
- Exercises responsibility and control for the hiring, training, management, evaluation, discipline and termination of all employees including permanent employees, both management and union as well as casual, contract and seasonal employees. Administers the internal complaints procedure of the Town Hall.
- Handles labour relations matters, including grievance meetings and the imposition of discipline as required.
- Ensures the efficient utilization of planning and supervision of clerical, accounting, reporting, and purchasing operations.
- Negotiates and implements union agreements and issues related to the agreement and reports to the BOM on these issues as necessary.
- Reports on all the components of the Town Hall with respect to the range of operating and human resources policies and procedures outlined in Town Hall manuals and guidelines and various statutes, regulations and codes.

#### *Community and Public Relations*

- Responds to inquiries, issues and concerns arising from the BOM, staff, service users, funders, regulators, community partners, elected officials and the media.
- Maintains formal and informal relationships with the City of Toronto, Council, Committees and departments/divisions that affect the operations of the Town Hall.

- Conveys timely information to staff and volunteers.
- Initiates, evaluates, and supervises the design and implementation of effective publicity, outreach and public relations/marketing materials and initiatives in order to create and ensure a positive image in the community.
- Speaks for the Town Hall and represents it in negotiations, collective bargaining, meetings with the public, with other organizations and all levels of government and manages Town Hall relationships with the media and in public forums.
- Prepares reports to BOM and City and responds to enquiries, makes presentations to community stakeholders as requested.
- Creates and maintains a positive image of the Town Hall at Council and among City staff. Negotiates and advocates with a variety of City staff and through a range of departments.
- Works with the community to find solutions to the problems the community may identify. Develops and mobilizes community-based leadership and other local resources and skills to initiate actions to solve identified community problems.

#### *Fundraising*

- Oversees agency-wide new revenue generation initiatives. SETS fundraising targets. Develops and recommends to the Board of Management all fees and rental schedules. Prepares business and marketing plans subject to the policies of the BOM.
- Seeks to generate half of the Town Hall's administrative operating budget, through revenue generation.
- Liaises with various levels of government, corporations, foundations and private donors to sustain and improve financial resources.
- Works with committees of volunteers and staff to plan, implement and co-ordinate special events.

#### *Skills and Qualifications*

- Significant experience in organizational and administrative leadership within the not-for profit sector, including human resource management, labour relations, program development and evaluation, financial management, facility management, organizational development,
- Advanced skills in complex problem solving, decision-making, goal setting and analysis, similar to those required at a master's degree level.
- Demonstrated commitment to the concept of community control of the Town Hall and to the process of community development, including providing services and programs that benefit residents of the Town Hall's catchment area.
- Minimum of five years' work experience in non-profit, public service, and/or multicultural settings.
- A proven ability to relate well to people of all ages, socio-economic levels, and cultural and linguistic backgrounds
- Working knowledge of programs and services of the community
- Ability to provide leadership to staff, volunteers, and the committees in the identification of community needs and priorities
- Financial management experience with experience in zero-based budgeting
- Proven analytical and organizational skills combined with superior interpersonal, team-building and communication abilities. The ability to manage implementation at multiple levels
- Standard First Aid & CPR required
- Must have excellent written and oral communication skills
- A results and action-oriented approach to management and initiatives development
- Computer literacy: word processing, spreadsheets, and database management.
- General understanding of information technology and systems.
- Project Management skills.
- Knowledge of legislation, regulations, codes and policy including the Corporations Act, "PIPEDA", "CASL", Municipal Act, City of Toronto Act, Toronto Municipal Code – Chapter 25, Swansea Town Hall constitution, Bylaws, Employment Standards Act, Anti-Discrimination, Anti-Racism provisions of the City of Toronto, Child Welfare Act, Occupational Health and Safety Act, Accessibility for Ontarians with Disabilities Act, Workplace Safety and Insurance Act, Fire Code, Charitable Gifts Act, Human Rights Code, Municipal Freedom of Information and Protection of Privacy Act, Pay Equity Act, Occupiers' Liability, Fire Safety Act, Liquor Licensing Act, etc.

Salary: City of Toronto Management Wage Grade 6.5 (\$88,979.8-\$104,540.8) (under review)

Background Information available at [www.swanseatownhall.ca](http://www.swanseatownhall.ca)

Send CV or Resume to [edgaigalas@swanseatownhall.ca](mailto:edgaigalas@swanseatownhall.ca) by January 5, 2022