



RECRUITMENT: EXECUTIVE DIRECTOR - Workforce Planning Hamilton

Full-time - (Temporary One-year Maternity Leave Coverage)

Hybrid - In office Downtown Hamilton & Work from Home

Salary Range: \$60,000-\$70,000

Workforce Planning Hamilton is a leader in local workforce development, providing evidence-based analysis and engaging a broad range of labour market stakeholders. Our mission is to transform local labour market information into workforce planning solutions that contribute to a prosperous and diverse Hamilton community.

We are looking for a new temporary Executive Director for a one-year contract beginning in February 2025. Reporting to the Board of Directors, the Executive Director is responsible for overseeing the planning, reporting, financial, administrative, and communications requirements of the organization. As well this person must be hardworking and innovative; working on accessing and interpreting data; working with other organizations to design and implement local projects; writing reports and business plans; and being the organizations constant link to our provincial funders.

If you have this passion for our local community and you have:

- Real world working experience with evidence of an ability to meet deadlines, take responsibility and the ability to work independently while leading a team.
- A bachelor's degree or equivalent with relevant experience.
- Three to five years of non-profit management experience.
- Understanding of and ability to report to and work with a volunteer Board of Directors and a provincial Ministry.
- Strong data collection, report writing, and reporting ability.
- Strong knowledge of the local Hamilton community and community organizations.
- Strong organizational, leadership and financial management abilities.
- Experience with identifying sources of funding grants, writing, and submitting proposals.
- Strong written and oral communication skills with the ability to interface and engage with diverse groups.
- Proficient computer and internet skills including Microsoft Office 365, Accounting software, and cloud-based technologies.

Please send a cover letter telling us about all of this with your most recent resume in a single PDF document to workforceplanhamilton@gmail.com. Applications will be looked at as they are received. The closing date for this temporary one-year full-time position will be December 31st, 2024.

This role will require working remotely as well as office work at a downtown Hamilton location. Some local travel will also be required.

If you wish a copy of the Job Description or other documents, please contact workforceplanhamilton@gmail.com.