



Job Posting: Executive Director

Debra Dynes Family House - Ottawa, ON

Full-Time / Permanent, Fall 2025

Salary: \$69,000- \$82,000

Position Overview

The Executive Director (ED) is responsible for the overall strategic direction and management of the Debra Dynes Family House. The ED leads all aspects of operations, human resources, finance, programming, property management, and fundraising, with a strong commitment to a community-based model. Reporting to the Board of Directors, the ED ensures the organization remains responsive to the needs and voices of the community while upholding financial sustainability, legislative compliance, and ethical practice.

Key Responsibilities

Community-Based Strategic Leadership

- Embed the mission, values, and community-driven vision of Debra Dynes Family House in all decision-making.
- Maintain strong connections with the community to ensure programs and services reflect local needs, strengths, and aspirations.
- Engage with local partners, government, coalitions, and advocacy networks to influence change and strengthen community capacity.

Responsive Operations Management

- Lead the development and implementation of short- and long-term goals aligned with community priorities.
- Support day-to-day operations and ensure ongoing maintenance of the physical space as a community hub.

Collaborative Communication and Engagement

- Foster open, transparent, and inclusive communication with staff, community members, and partners.
- Strengthen relationships with grassroots groups, resident leaders, donors, and volunteers.

People-Centered Human Resources

- Lead a supportive and equitable HR approach, including hiring, onboarding, development, and performance management.

Stewardship of Financial Resources

- Oversee the financial health of the organization with transparency and accountability.
- Lead budgeting and resource planning that reflect both organizational goals and community needs.

Advocacy and Fundraising

- Champion the voices of individuals and families served by the Debra Dynes Family House, especially on issues like poverty, housing, immigration, and access to services.
- Build relationships with donors, funders, and allies to support a strong and sustainable organization.

Governance and Board Relations

- Work in partnership with the Board of Directors to support strong governance and policy development.
- Ensure compliance with Board policies, legal requirements, and reporting obligations.

Qualifications

- Degree in Social Work, Community Development, or a related field, or equivalent combination of education and experience.
- Minimum 5 years of leadership experience in a community-based setting.
- Demonstrated experience in non-profit management and working with or serving on a Board.
- Deep understanding of equity, anti-oppression, and community engagement principles.
- Proven ability to lead staff teams, work collaboratively across sectors, and engage with diverse populations.
- Strong organizational, financial management, and communication skills.
- Experience in advocacy, grassroots partnership building, and fundraising.
- Ability to navigate complexity and prioritize in a fast-paced environment.
- French written and oral is an asset.

To Apply

Please submit your resume and cover letter to BoardMember@debradynes.com by 5:00pm Friday August 15th, 2025.

We are committed to equity, diversity, and inclusion in our hiring practices. We encourage applications from individuals with lived experience, members of equity-seeking groups, and those with deep roots in community work.