



Job Advertisement  
**Volunteer Ottawa**  
Executive Director

Volunteer Ottawa (“VO”) builds community by strengthening the not-for-profit sector through a focus on building expertise, fostering collaboration and promoting volunteerism. VO was established over 60 years ago as a community builder committed to supporting not-for-profit organizations in Ottawa and surrounding regions. As a not-for-profit organization itself, VO understands the needs of its member organizations and continually strives to increase the awareness of the power of volunteerism within the Ottawa community.

In Ottawa, more and more people of all age groups and demographics want to give back to their community, and VO is where they go to find a comprehensive list of opportunities that meet their interests. VO links people with community organizations. VO supports persons with disabilities, new Canadians, corporations and professionals connected to voluntary organizations in and around the city.

VO enables organizations to effectively and efficiently recruit the volunteers required to deliver their programs and services. Its interactive website has thousands of volunteer opportunities from organizations who need volunteer energy to deliver their critical community services. VO also works directly with organizations to support knowledge development and resource distribution on topics integral to the effective and efficient use of volunteer capacity.

It is within this context that Volunteer Ottawa invites applications and nominations for its **Executive Director (“ED”)**.

Reporting to the Board of Directors, the ED is responsible for the management and administration of all aspects of the organization and that programs and services reflect VO’s mission, values and strategic priorities. The ED provides advice and functional guidance to the Board of Directors in regards to strategic long-term planning. The ED also provides leadership in the development, implementation and achievement of fundraising goals and

objectives. The ED promotes VO activities to both member organizations and those in the voluntary, public and private sectors. Critical to the success of the new ED will be ensuring the needs of VO's nearly 300 member organizations, while ensuring the continued relevancy of VO's services and strategic priorities for both the short and long term.

This appointment calls for a results-oriented, collaborative leader with excellent communication and interpersonal skills. As the ideal candidate, you bring knowledge of, and experience in, the voluntary sector. You have managed staff and understand the dynamics of working with, and in support of, boards and committees. You have the capacity to provide effective administrative leadership, including human and financial resources, and are comfortable representing VO on a regional, provincial and national basis. The ED must have the ability to cultivate and maintain excellent working relationships with VO's current and future funders, and experience with revenue generation activities would be considered a strong asset. The ability to communicate in both English and French is considered an asset.

Salary Range: \$70,000 - 85,000 commensurate with experience plus a comprehensive benefits package and RRSP contributions.

To apply or explore this impactful leadership opportunity with Volunteer Ottawa, please submit a comprehensive resume along with a cover letter in confidence to **Jane Griffith** ([jane@griffithgroup.ca](mailto:jane@griffithgroup.ca)) and **Sam Walton** ([sam@griffithgroup.ca](mailto:sam@griffithgroup.ca)), or visit <https://griffithgroup.ca/volunteerottawa-ed/>.

Volunteer Ottawa encourages applications from individuals who self-identify as belonging to equity-deserving groups such as (but not limited to): racialized persons/persons of colour, women, Indigenous people, persons with disabilities, and LGBTQ2S+ persons.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

In accordance with the provincial legislation, accommodation will be provided by Griffith Group and Volunteer Ottawa throughout the recruitment, selection and/or assessment process, upon request, to applicants with disabilities. If you require accommodations during the recruitment process, please contact [jane@griffithgroup.ca](mailto:jane@griffithgroup.ca) and/or [sam@griffithgroup.ca](mailto:sam@griffithgroup.ca).

We thank all those who express interest in this opportunity, however, only those chosen for an interview will be contacted.