



Assistance and Referral Centre
91 Churchill Blvd.
Greenfield Park, QC J4V 2M1

EXECUTIVE DIRECTOR

[The South Shore Assistance and Referral Centre \(ARC\)](#) is seeking an experienced Executive Director to lead this progressive non-profit organization whose mission is to assist and empower people of all ages to access health and social services, information, resources, programs, and activities in English on the South Shore, more specifically in the Montérégie-Centre.

Founded in 2005 and incorporated in 2011, ARC has developed from a volunteer only based organization to one of the leading organizations supporting the English-speaking community in Québec. With three offices in the [Montérégie-Centre](#) (map of territory available on page 9) and an experienced staff complement of 8 employees, ARC offers services to over 63,000 individuals who identify as English speakers.

The candidate should have knowledge of the needs of the English-speaking community in Québec and more specifically the Montérégie-Centre, have proven experience of working with funders and has strong financial and reporting skills.

Responsibilities:

- ✓ Develop and implement strategies aiming to promote the organization's mission.
- ✓ Create complete business plans for the attainment of goals and objectives set by the board of directors
- ✓ Build an effective team of leaders by providing guidance and coaching to the employees.
- ✓ Ensure adherence of the organization's daily activities and long-term plans to its mission and vision.
- ✓ Control budgets and optimize expenses.
- ✓ Ensure the organization's financial performance, growth and sustainability.
- ✓ Represent the organization to funders, members, participants, the public, volunteers and donors.
- ✓ Guide the organization's strategic direction
- ✓ Oversee the organization's fiscal activity, including budgeting, reporting, and auditing.

Qualifications:

- ✓ Proven experience as executive director or in other managerial position.
- ✓ Experience in developing strategies and plans.
- ✓ Ability to apply successful fundraising and networking techniques.
- ✓ Strong understanding of non-profit finance and measures of performance.
- ✓ In depth knowledge of non-profit organization's governance principles and managerial best practices.
- ✓ An analytical mind capable for "out-of-the-box" thinking to solve problems.
- ✓ Outstanding organization and leadership abilities.
- ✓ Excellent communication (oral and written) and public speaking skills in both English and French.
- ✓ Salary offered is \$75,000 + per year and will be based upon the candidate's experience and qualifications, as well as market considerations.

The successful candidate will be working in Greenfield Park and will be required to travel within the Montérégie-Centre and to conferences outside of ARC's territory.

To submit your candidacy, please:

- 1) Send a letter of intent and your CV to:
Board of Directors, South Shore Assistance and Referral Centre (ARC)
c/o Lorraine Torpy, President of the Board of Directors lorraine.torpy@mcgill.ca
Deadline to apply is 5 p.m. on January 14, 2025