

**EMPLOYMENT OPPORTUNITY**

July 28, 2022

**We are seeking a passionate, energetic person to join our terrific team as Executive Director.**

Circles of Support and Accountability (CoSA) Ottawa is part of a Canada-wide network of CoSA sites, with the ultimate goal of 'No More Victims', that aims to support and hold accountable people who have been incarcerated for sexual offences and seek CoSA's help voluntarily to develop a meaningful and crime-free life in the community. Trained and screened volunteers form a 'circle' with a 'core member', meeting regularly to assist with practical needs, problem-solve obstacles that arise, and role-model good decision-making to help the core member avoid relapsing.

CoSA Ottawa has been operating as a stand-alone site in the Ottawa-Gatineau area for almost 25 years, becoming a registered charity in 2013. For more information on CoSA, visit [www.cosa-ottawa.ca](http://www.cosa-ottawa.ca) or [www.cosacanada.com](http://www.cosacanada.com).

The successful candidate will possess a **bachelor's degree or a minimum of five years' experience in a related field** (non-profit, restorative justice, reintegration), ideally, who resides in the Ottawa-Gatineau region. We are looking for a motivated individual with a passion to create a safer community by helping former offenders turn their life around. The position requires flexible availability to work some evenings and weekends. In the spirit of full transparency, while we have been fortunate to receive substantial federal funding twice, each for five years, the most recent contribution from government concluded in March of this year, making our financial sustainability tenuous. At this critical juncture of our organization's history, the ideal candidate will also possess fundraising experience and networking savvy useful to secure sustainable funding.

Executive Director's roles include, but are not limited to:

**Program Management & Communications**

- Manage support staff and oversee Circles, attending meetings on a frequent, as-needed basis
- Consult with the Advisory Group as needed, on challenging HR matters
- Pursue Core Member referrals; liaise with institutional and community professionals; communicate with core member applicants and conduct screening including interviews in correctional facilities, community, or by phone
- Recruit personnel with a focus on diversity, and maintain files following Protected B guidelines
- Liaise with media, when required
- Refine and deliver volunteer training program to potential volunteers
- Arrange skills development opportunities for active volunteers, staff, and core members

**Financial Management and Contractual Reporting**

- Identify sources of revenue, write grant proposals and submit in timely manner
- Work with the Board to identify new sources of funding and fundraising initiatives
- Organize, with other CoSA staff and volunteers/board members, a bi-annual fundraising gala
- Fulfill funders' contractual reporting requirements, as required
- Provide monthly financial statements to the Treasurer for presentation to the Board
- Work closely with the Bookkeeper on a monthly basis on financial management

**Board of Directors Support**

- Assist the Board Executive in planning regular Board meeting agendas; attend and provide updates at Board meetings; participate in sub-committee meetings, as needed
- Identify and raise issues relating to core programming that require discussion or decision by the Board
- Assist the nomination committee in identifying and screening suitable Board candidates
- Assist the Board in refining existing policies and creating new ones, as needed, including a Communications Plan
- Assist the Board and Bookkeeper in ensuring that *CoSA Ottawa* meets its legal obligations as a charity

Compensation: \$55,000 to 60,000/year (DOE)

Term: One year (renewable, dependant on funding secured)

Start date: October 31, 2022 (onboarding until December 23 on a part-time basis, then full-time)

**Submit CV and a cover letter to [admin@cosa-ottawa.ca](mailto:admin@cosa-ottawa.ca) by September 30/22.**

*We thank all applicants for their consideration; however, only those selected for an interview will be contacted.*