



WEST HILL COMMUNITY SERVICES

Internal/External Job Posting

Director, Community Engagement & Development
One (1) Full-Time Contract Position
12 Month Contract

West Hill Community Services (WHCS) is a diverse multi-service delivery agency providing primary health care, community/social support for individuals, families, youth, adults and seniors. Our mandate is to promote increased access to health and wellness for the communities we serve with a focus on the broader determinants of health.

We are currently seeking a full-time Director for Community Engagement and Development management of the organization. The Director will build and maintain relationships with a range of stakeholders, including clients, partners and funders by planning and implementing a development strategy which includes internal and external communications, planned giving, foundation grants, and donor stewardship.

As a member of the Senior Leadership team, the position is also responsible for strategic and operational planning that supports the organization's goals and objectives, and for providing policy recommendations to the Executive Director.

For additional services offered by West Hill Community Services please refer to our website @ www.westhill-cs.on.ca

Accountability: The Director is accountable to the Executive Director of West Hill Community Services.

Primary areas of responsibilities include but not limited to the following;

- Communications;
- Community Engagement;
- Fundraising.

Qualifications:

- University degree in a relevant field, with specific training and expertise in communications;
- Minimum of 7-10 years progressive experience, including leadership and strategic experience, in communications;
- Related experience in fundraising strongly preferred;
- Superior oral and written communication abilities;
- Demonstrated experience in implementing communications programs, preferably in the not-for-profit sector;
- Experience in a similar environment or not-for-profit sector an asset;
- Experience working with a Board and in community relations;

West Hill Community Services
Director, Community Engagement & Development

February 2010

- Experience in strategic planning, policy development and issues management;
- Experience working with a Board and in community relations;
- Experience in strategic planning, policy development and issues management;
- Experience with conflict resolution techniques;
- Sensitivity and awareness of cultural, racial, economic and socially diverse communities;
- Second language is considered an asset;
- Willingness to work at and travel to various program sites;
- Flexibility of hours - occasional evenings or weekend work may be required;
- Valid Licence to drive in Ontario;
- Subject to a Police Reference Check as per agency policy;

Compensation:

Attractive salary.

Please reply in confidence to:

By email: hr@westhill-cs.on.ca

Note: Please quote **CEF Director** in the subject line

By fax: 416-724-5205

ATTN: HR Department

Deadline: Interested candidates are invited to apply no later than Sun March 7th, 2010 by 5pm.

All applications must be received by this date for consideration.

We would like to thank all applicants; only those invited to interviews will be contacted.