



Executive Director, Elizabeth Fry Society of Ottawa

Job Title: Executive Director
Reports To: Board of Directors
Hours: 37 hours per week
Language: English Essential (Bilingual Viewed as an Asset)
Salary: \$110K-130K
Posting Period: January 20, 2026 – February 13, 2026

The Elizabeth Fry Society of Ottawa is seeking a dynamic and visionary **Executive Director** to lead the organization in achieving its mission and strategic goals. Reporting to the Board of Directors, the Executive Director will provide strategic leadership and operational oversight to ensure the effective delivery of programs, services, and advocacy initiatives that address the unique needs of women and gender-diverse individuals involved with the criminal justice system. Focused on community engagement, the Executive Director will work with key stakeholders and funders on existing and potential opportunities that help support vulnerable women reintegrate into the community.

Leading a team of forty staff members in a unionized environment, the Executive Director works in collaboration with the Board of Directors and staff to ensure that the most vulnerable in our community have access to support, care, and advocacy as they navigate the carceral system.

The Executive Director must be able to function at both a hands-on level in a grassroots community organization while offering strategic leadership and support to the Board of Directors.

To Apply: Please send an updated resume, along with a cover letter and any other relevant material to the Elizabeth Fry Society of Ottawa's Board of Directors via email to: efry.edrecruitment@gmail.com

Mandate

In partnership with the Board, the Executive Director will work with staff to ensure that the strategic plan, goals, and priorities are translated into an actionable plan that continuously delivers on their mandate.

Responsibilities include:

Strategic Leadership

- Execute the approved Strategic Plan through the development of an achievable operational plan with clear timelines, goals and metrics.
- Identify and manage organizational risks. Communicate high-risk areas to the Board.
- Lead the organization in advancing innovative solutions, partnerships, and initiatives that positively impact the clients served.

Operational Management

- Ensure overall organizational health, effectiveness, and sustainability.
- Translate the strategic plan into an annual operational plan.
- Lead all operations of the organization, including the delivery of services, finance, human resources, Board management, and community engagement.
- Develop and implement an effective talent management strategy.

Change...
One step at a time...



Program Management

- Oversee the planning and implementation of programs and services that promote the well-being, empowerment, and reintegration of individuals.
- Ensure the highest standards of service delivery, compliance, and client-centered practices.
- Audit the program and service offerings to ensure they remain relevant and effective.

Advocacy and Public Relations

- Champion the rights and needs of women and gender-diverse individuals within the criminal justice system.
- Act as a spokesperson for the organization and represent E Fry Ottawa positively in the community and the sector.
- Represent E Fry Ottawa in the community, fostering relationships and partnerships that expand the organization's impact and influence.
- Develop and execute an effective internal and external communications and marketing plan.

Resource and Funding Development

- Initiate and implement a resource development plan that evaluates the effectiveness of existing funding opportunities and evaluates new funding initiatives (e.g., individual giving, corporate sponsorship, etc.).
- Collaborate with the Board of Directors to identify and secure new funding opportunities, including new government grants, corporate and partnerships, individual giving etc. that sustain and enhance the organization's financial stability and growth.
- Develop and maintain effective working relationships with existing funders.
- Lead effective public relations encompassing marketing, communication, partnership/business development, and advocacy to secure resources and support for the organization.
- Ensure all documentation and reporting is provided to funders.

Financial Management

- Oversee the financial health of the organization, including budgeting, financial reporting, and ensuring effective resource allocation.
- Manage the long-term financial sustainability of the organization, through effective resource management and stewardship of the reserves.

Team Leadership

- Provide leadership and direction to a dedicated team of managers, staff, and volunteers.
- Foster a collaborative and supportive work environment that encourages professional growth, teamwork, and innovation.
- Develop and maintain an effective policy and procedure framework that promotes a safe, healthy, and positive culture.
- Represent the organization during union negotiations bargaining and grievance process.
- Commitment to equity, diversity, and inclusion principles.

Organizational Governance

- Work closely with the Board of Directors to ensure effective governance, communication, and compliance with legal and regulatory requirements.

Change...
One step at a time...



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- Cultivate a strong and transparent working relationship with the Board, including open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals.
 - Provide support to the Board of Directors and all committees.
 - Work closely with the Board of Directors to instill a culture of organizational excellence within all levels of the organization.

Education and Experience

The essential and desirable criteria for the role include:

- Undergraduate degree in a relevant field (Business Administration, Nonprofit Management, etc.) or equivalent experience.
- Proven experience in non-profit leadership, program management and strategic planning.
- Demonstrated ability to engage stakeholders, advocates and partners effectively.
- Financial acumen and experience in financial and budget management.
- Proven track record of resource development, including grant writing and fundraising.
- Experience in developing and managing communications and marketing strategies.
- Ability to lead and inspire a diverse team.
- Experience in a unionized environment is an asset.

Knowledge and Skills

The essential and desirable criteria for the role include:

- An interest and commitment to issues related to women and gender-diverse individuals within the criminal justice system.
- Excellent communication, interpersonal and relationship building skills.
- Knowledge of local community resources and networks.
- Commitment to equity diversity and inclusion principles.
- Understanding of or experience in working in a unionized environment.