



Council of Agencies Serving South Asians (CASSA)

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CASSA is an umbrella organization of agencies, groups and individuals that provide services to the South Asian Community. We envision and strive for a Canada free of all forms of discrimination in which all communities are free from marginalization and are fully empowered to participate in defining Canada's political, economic, social and cultural future.

Job Posting EXECUTIVE DIRECTOR

Contract: Full-Time, Permanent

Pay Rate:

Application Deadline: July 31, 2018

Supervises: All Agency Staff

Reports to: Board of Directors

Position Summary

Working closely with the Board of Directors, the Executive Director of CASSA is the senior-most staff member responsible for operationalizing the agency's mission, vision and strategic plan on behalf of the Board. The Executive Director will work from an Anti-Oppression/Anti-Racism lens to advance CASSA's commitment to:

- facilitate the economic, social, political and cultural empowerment of South Asians by serving as a resource for information
- provide leadership on social justice issues affecting our communities
- support social change by building alliances and work collaboratively with those who share a vision of empowering all communities to participate in defining Canada's future

This position is responsible for providing direction and management in the day-to-day operation of the agency and provides leadership to a diverse team of staff, peers and volunteers.

Roles & Responsibilities of the Position

Operations

- Oversee and manage the daily administration and operations of the organization, including personnel, finance, funding, staffing and other related external and internal affairs
- Manage the agency in accordance with all legal and statutory requirements and agency bylaws, policies, protocols and procedures
- Foster a supportive work environment to appropriately supervise staff, volunteers and students
- Ensure the successful implementation of CASSA's projects to assist South Asian community stakeholders at large in the Greater Toronto Area,
- Apply sound judgement and evidence in organizational decision-making
- Lead the staff in the research, planning, development, implementation and evaluation of CASSA projects and activities
- Ensure an adequate working environment that supports the activities of the agency
- Identify critical issues that may affect the agency's plans and implement appropriate and timely strategies in response

- Identify and effectively manage risks to the agency, including financial, legal and reputational risks

Board Relations

- Support the governance of the organization. This includes supporting the Board of Directors, related committees, policies and procedures, by-laws, audit process and organizational development
- Undertake tasks as required by Board of Directors and work closely and in cooperation with the Board of Directors in the development, implementation and evaluation of the agency's strategic plan
- Provide leadership in the identification and resolution of current, emerging and future issues/opportunities
- Communicate regularly with the Board of Directors about the operation of the organization and prepare reports for monthly Board Meetings
- Serve as an advisor to the Board of Directors on all aspects of the organization's activities including the direction of the organization, its programs and services and the financial health of the organization

Human Resources

- Serve as an advisor to the Board of Directors on all aspects of the organization's activities including the direction of the organization, its programs and services and the financial health of the organization
- Initiate the activity required for the recruitment, hiring and termination of staff
- Lead, motivate and cultivate the capacity of staff to ensure a high degree of competence and self-management from staff
- Respond to employee and personnel matters appropriately and with sound judgment
- Provide necessary support to ensure optimal performance of staff and volunteers
- Develop and maintain personnel policies that are inclusive of relevant legislative requirements to ensure the safety, adequate working conditions, compensation, benefits and other standards of employment equity for staff
- Ensure job descriptions for all positions are developed and reviewed in consultation with appropriate staff
- Ensure annual performance goals are set in advance and conduct regular performance appraisals of staff

Fundraising & Financial Management

- Ensure financial management and fund development including ongoing diversification of funding sources
- Ensure high quality management of the agency's assets and financial transaction
- Monitor budgets, assess financial risks to the agency and mitigate risks appropriately
- Prepare budgets and regular financial reports for the Board of Directors
- Administer the funds of the organization according to the approved budget
- Ensure the planning and implementation of short and long-term funding and fundraising strategies for the agency
- Fulfill fundraising responsibilities including research, proposal writing, funding negotiation, grant compliance documentation and completing funding reports in a timely manner
- Ensure timely preparation of monthly financial statements, annual budget and financial audit

Community Relations

- Maintain and build relationship with funding agencies, community partners, agency members and other stakeholders
- Advocate for issues impacting marginalized communities and engage in speaking and presentation opportunities on matters related to Access, Equity, Inclusion and Racial Justice
- Identify and create opportunities for CASSA to advance its mission and strategic priorities
- Ensure member agencies receive appropriate support and are appropriately represented in any advocacy opportunities
- Engage with all member agencies and individuals to keep informed about the changing and diverse needs of South Asian communities
- Represent CASSA on various Government and Non-Government Advisory Committees
- Represent and promote the agency to the community, media, funders, donors, etc.

Requirements & Qualifications of the Position:

- 5-7 years senior management experience within the non-profit sector
- Post-graduate degree in a related field or equivalent combination of education and experience
- Significant knowledge of/experience working with diverse communities particularly across South Asian communities
- Extensive understanding of challenges, issues and inequities experienced by South Asians and other marginalized communities across Ontario
- Demonstrated understanding and application of frameworks such as Anti-Oppression/Anti-Racism, Social Determinants of Health, Equity & Inclusion etc.
- Demonstrated understanding of diverse racial, cultural, linguistic, religious, sexual, gender, ability and other identities and experiences
- Excellent human resource management experience within a team-based environment
- Demonstrated track record for securing funding grants
- Experience in community development with diverse communities relevant to our mandate
- Proven leadership and coaching skills within a dynamic, complex and expanding team
- Ability to resolve conflict and use sound judgement in decision-making
- Understanding of and experience working with, a governance Board
- Experience in fundraising and fundraising management
- Strong commitment to partnership, collaboration and cooperative working relationships
- Demonstrated leadership within community networks and coalitions
- Confident and effective public speaker
- Highly effective interpersonal and communication skills
- Ability to communicate in multiple languages is an asset
- Valid Ontario driver's license, auto insurance and a reliable vehicle is mandatory

Please email your Resume and Cover Letter to (Sanga Achakzai, chair@cassa.on.ca) no later than (July 31, 2018) at 5pm. Please use the subject 'Executive Director Applicant' in your email. We thank all applicants for their interest in this position, only those selected for an interview will be contacted.