



Job Opportunity: Executive Director – Habitat for Humanity Thousand Islands

Location: Brockville, Ontario (Serving Leeds and Grenville)

Application Deadline: Friday June 20th, 2025

About Habitat for Humanity Thousand Islands

Habitat for Humanity Thousand Islands is a part of a national nonprofit organization dedicated to creating a world where everyone has a safe and affordable place to call home. Our mission is to bring communities together to help families build strength, stability, and independence through affordable homeownership. We envision a world where everyone has a decent place to live.

Position Overview:

We are seeking a dynamic, strategic, and mission-driven Executive Director (ED) to lead our organization. Reporting to the Board of Directors, the ED will be responsible for providing visionary leadership, ensuring operational excellence, and driving the organization's mission of expanding access to affordable housing. The ED will work closely with staff, volunteers, community partners, and donors to advance our mission.

Key Responsibilities

Strategic & Operational Leadership • Develop and implement strategic and operational plans that align with the organization's mission and long-term vision. • Foster a high-performing, inclusive, and accountable organizational culture. • Ensure alignment and oversight across all programs, including retail operations (e.g., ReStores), construction projects, and homeowner services.

Financial Oversight & Risk Management • Oversee the organization's financial health, including budgeting, forecasting, reporting, and compliance. • Ensure effective risk management practices, internal controls, and sound fiscal policies. • Lead contract negotiations and partnerships to advance organizational objectives. • Ensure organization compliance with Habitat Canada, federal and provincial rules and regulations and Habitat for Humanity Thousand Islands policies and by laws.

Staff Supervision & Human Resources • Lead, manage, coach, and support a multidisciplinary team of staff and key volunteers across multiple locations. • Oversee all HR functions, including recruitment, hiring, onboarding, training, performance management, professional development, and employee relations. • Cultivate an inclusive and supportive workplace culture that emphasizes accountability, professionalism, collaboration, and ongoing learning.

Community & Stakeholder Engagement • Serve as the primary spokesperson and representative of the organization, building and maintaining strong relationships with community leaders, donors, volunteers, municipal partners, and other stakeholders. • Strengthen collaborative partnerships with other nonprofits, service agencies, and government bodies to amplify impact. • Promote the organization's role and visibility in the affordable housing sector locally and regionally.



Board Relations & Governance • Collaborate with the Board to shape and refine strategic direction and policy • Provide timely, transparent, and comprehensive updates to support informed governance and decision-making • Support Board development, including recruitment, orientation, and engagement.

Fund Development Oversight • Supervise and support fund development to achieve annual fundraising and donor engagement goals. • Ensure fund development strategies are aligned with organizational priorities and sustainability needs. • Assist in cultivating relationships with major donors, sponsors, and funding partners as needed. • Ensure effective donor stewardship and reporting practices are in place.

Qualifications • Bachelor's degree in nonprofit management, business, public administration, finance, or a related field. • Three years of senior leadership experience in nonprofit, public, or housing-related sectors. • Demonstrated experience in staff supervision, HR management, fundraising, financial oversight, and community engagement. • Familiarity with construction, affordable housing, real estate, or mortgage lending is an asset. • Experience working with or reporting to a Board of Directors in a governance context. • Knowledge of the local area, including familiarity with municipalities and regional housing issues. • Valid driver's license and access to a reliable, insured vehicle. Ability to undergo a criminal record and vulnerable sector check.

Core Competencies • Visionary and strategic thinking • Inclusive and transparent leadership • Strong financial acumen • HR and team management expertise • Relationship building and collaboration • Communication and advocacy • Integrity, authenticity, and adaptability • Passion for housing and community development • Entrepreneurial mindset to drive and grow the organization while maintaining operational excellence.

Working Conditions The Executive Director will work primarily from an office at the Brockville ReStore. This role involves travel across Leeds and Grenville to connect with stakeholders, oversee build sites, and ensure smooth operations across locations. Comfort engaging in diverse environments—from boardrooms to build sites—is essential.

Salary & Benefits Remuneration is competitive with comparable nonprofit leadership roles in the region and will be commensurate with experience. A benefit package is included.

How to Apply: Interested applicants are invited to submit a CV/resume and a cover letter outlining their qualifications and vision for the role. Applications should be sent in confidence to **Loretta Corbeil via email at loretta_corbeil@yahoo.ca**

Please apply as directed.

- Subject Line: [Your Name] – Executive Director Application
- Application Deadline: Friday June 20th, 2025

We thank all applicants for their interest. Only those selected for an interview will be contacted.