



## **Head & Hands is looking for a new Director!**

### **About Head & Hands**

Since 1970, Head & Hands has been helping youth harness their potential to create healthy, vibrant, and caring communities. We envision a society in which all young people are full participants, inspired by the endless possibilities available to them.

Our medical, legal, and social services provide youth with the support they need in the ways they need it, and our community programming creates opportunities for young people to support each other. Last year alone, our services were accessed more than 24,000 times.

We are committed to creating a workplace as diverse as the communities we serve, please see the “Application Process” section for more details on employment equity.

### **About the Director position**

Our Director works at the centre of a tight-knit team to realize Head & Hands’ [youth empowerment mission](#) and create lasting social change. This position oversees the health of the organization in a way that is consistent with our [inclusive, non-judgmental, and anti-oppressive values](#). They work collaboratively and non-hierarchically to cultivate a clear strategic vision for the organization, and lead Head & Hands’ staff, Board of Directors, and membership in realizing that vision through our ongoing work.

The Director ensures Head & Hands’ good governance by serving on the executive committee of the Board of Directors, and supporting this group in fostering active engagement among all Board members. As central administrative coordinator, they hold lead responsibility for the organization’s material well-being, and work to promote financial literacy and resource stewardship across staff and Board teams. As a key member of the fundraising & communications team, they play a lead role in cultivating relationships with allied individuals, groups, organizations, institutions, and social movements. Finally, as the ‘central hub’ of our collective organizational structure, the Director is responsible for leading the staff team in maintaining a healthy, collegial, and equitable work environment.

This is a full-time position (38 hours per week), compensated at \$19.57/hr plus benefits (flexible schedule, paid health days, 3 weeks vacation in first year plus 2 weeks paid winter break, access to group health plan).

**TEL**

(514) 481 - 0277

**FAX**

(514) 481-2336

**WEB**

www.headandhands.ca



Subventionné partiellement par Centraide  
Partially funded by Centraide

**5833, SHERBROOKE OUEST C.P. 206; SUCCURSALE N-D-G MONTRÉAL (QUÉBEC) H4A 3P5**

## Duties and Responsibilities

The responsibilities for this position are summarized below. For more details, the full Director contract can be accessed **on our website**.

### 1. Governance & Organizational Development

- Lead strategic planning for the organization
- Coordinate human resources and professional staff development
- Oversee budgeting, financial management, government reporting
- Develop and update policies and bylaws
- Organize Annual General Meeting, support with Annual Report

### 2. Fundraising & Communications

- Lead fundraising planning and evaluation
- Support with grants, events, campaigns, and donor development
- Champion full-team involvement via the "[fundraising for social change](#)" approach
- Communications planning, media outreach and representation, blogging and social media

### 3. Program Support

- Support program coordinators with planning, evaluation, and trouble-shooting

### 4. Board of Directors

- Support Board leadership as a member of the Executive Committee
- Share information, strengthening connections between Board and staff members
- Support Board outreach, recruitment, orientation, training, and evaluation

### 5. Community Engagement

- Track youth needs and realities, set team goals around social advocacy
- Cultivate relationships with community, government, and business partners
- Support allied organizations and social movements
- Participate in community coalitions and round-tables

### 6. Collective duties

- Staff meetings, committee work, retreats, program events
- Building maintenance
- Peer supervision

## Requirements and Assets

### Requirements:

- Excellent written and oral communication in English & French
- Minimum 3 years working in non-profit and/or collective teams
- Minimum 3 years experience in leadership / coordinating positions
- Staff and volunteer coordination experience
- Strong financial management and budgeting skills
- Strong interpersonal and networking skills
- Strong group facilitation skills
- Excellent time management skills, personal organization, attention to detail
- Familiarity with donor-based fundraising and working with public and private granting

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- bodies (i.e. foundations and government agencies)
- A commitment to [harm reduction](#) and [anti-oppression](#)
- Active listening or mediation experience
- Public relations, media and advocacy experience
- Familiarity with NDG/Côte des Neiges milieu, and Montreal non-profit sector
- Strong computer skills (Excel, Word, PowerPoint, Google apps, social media)

#### Assets:

- Post-secondary degree or diploma in a related field
- Working knowledge of [Fundraising for Social Change](#) approach
- Organizational and policy development experience
- Experience working with or on a Board of Directors
- Experience with front-line intervention work
- Strong familiarity with current needs of Montreal youth and families
- Experiential knowledge of strategic planning
- Experience with collaborative decision making
- Experience working with [CRM systems](#) and databases
- Broad professional networks

#### Application Process

Please apply by submitting your C.V and cover letter to [funds@headandhands.ca](mailto:funds@headandhands.ca), and including “Attn: Director Hiring Committee” in the subject line. Applications can also be submitted by fax at 514-481-0277, or in person at 5833 Sherbrooke West. Guidelines for preparing your CV and cover letter are available [on our website](#), and no incomplete applications will be accepted.

As an organization that works to facilitate social change and the empowerment of diverse communities of youth, Head & Hands recognizes that experiencing marginalization and oppression often brings both challenges and valuable skills and perspectives. We recognize that these skills are often under-valued and unacknowledged in professional settings, despite being highly transferable to the work we do. If you have questions about representing non-traditional skills and experience within your application, please get in touch for support in framing what you have to offer in a way that’s identifiable within the Qualifications and Assets described above. People of color, people with disabilities, women, two-spirited and queer people, trans people, and other candidates who experience marginalization are strongly encouraged to apply and to self-identify in your cover letter. We are committed to a creating a workplace as diverse as the communities we serve, and to supporting our staff with ongoing career development opportunities.

If you have any questions about applying, or you need support completing your application, feel free to contact Devon at [eoc@headandhands.ca](mailto:eoc@headandhands.ca), by phone at 514-481-0277, or in person at 5833 Sherbrooke West!

**Applications are due at 10:00am on Monday, April 27<sup>th</sup>.** All candidates will be sent a confirmation that their application was received, but only those candidates selected for an interview will be contacted further. Interviews for this position will take place during the week of May 4<sup>th</sup>, and the target start date is May 18<sup>th</sup>.



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