

**Executive Director**

1540 Kipling Avenue, Toronto, Ontario

Our client, Richview Baptist Foundation, a ministry of Richview Church, is a values-driven organization dedicated to providing high-quality, affordable housing and supportive services for seniors. They are currently seeking an Executive Director to support their Richview Residence and Community Care Services programs in Etobicoke.

The Foundation is seeking an experienced and community-minded Executive Director to provide strategic and operational leadership across Richview Residence, including the Clement and Kipling residences and the dining program, while maintaining strong relationships with affiliated housing and community care organizations.

This is an opportunity for an accomplished leader to guide a respected community organization, support a dedicated team and help ensure the continued delivery of high-quality housing and services for seniors.

The Opportunity

Reporting to the Chair of the Board of Directors and accountable to the Board, the Executive Director is responsible for overseeing the Foundation's operations and ensuring that its mission, values and strategic priorities are reflected in its programs, services and relationships.

The Executive Director provides leadership in organizational administration, people management, financial stewardship, strategic planning, stakeholder relations and property operations. The successful candidate will foster a professional, respectful and welcoming environment for residents, employees, Board members, community partners and other stakeholders.

What You'll Do**Strategic & Organizational Leadership**

- Provide overall leadership and direction for the Foundation, ensuring its mission, values and strategic priorities are achieved.
- Partner with the Board of Directors to develop and implement organizational strategies, plans and goals.
- Oversee day-to-day operations and provide timely information and recommendations to support effective governance.

People Leadership

- Lead, develop and support a high-performing team through effective recruitment, coaching, performance management and employee development.
- Foster a collaborative, accountable and positive workplace culture.
- Address employee relations and workplace issues with professionalism and sound judgment.

Financial & Operational Management

- Ensure the financial health and operational effectiveness of the Foundation.
- Oversee budgeting, financial reporting, funding submissions and internal controls.
- Direct the operations of Richview Residence, including the Clement and Kipling residences and dining services.

Stakeholder & Community Relations

- Act as the Foundation's primary representative and liaison with residents, families, community partners, funders, service providers and Richview Baptist Church.
- Build and maintain strong relationships with key stakeholders and promote the Foundation's reputation within the community.
- Maintain a visible and accessible presence for residents, staff and partners.

What You Bring

- Minimum 5 years of progressive leadership and management experience, ideally in the non-profit, housing, seniors' services, community services, or related sector.
- University degree or an equivalent combination of education and experience.
- Experience working with seniors, affordable housing, supportive housing, community services, or property management preferred.
- Knowledge of relevant legislation, including the *Housing Services Act* and *Residential Tenancies Act*.
- Demonstrated success leading teams, managing employee performance, building accountability, and fostering a positive workplace culture.
- Experience working with and supporting a Board of Directors, including providing strategic, operational, and governance-related information.
- Strong financial management skills, including budgeting, financial oversight, reporting, and organizational planning.
- Exceptional leadership, communication, relationship-building, and stakeholder engagement skills.
- Strong problem-solving abilities, sound judgment, and the ability to navigate complex and sensitive situations effectively.
- Excellent organizational, planning, and priority-management skills, with the ability to translate strategy into action.
- Experience with property management software such as Yardi or Arcori and strong Microsoft Office skills.
- A collaborative leadership style and a commitment to the Foundation's mission, values, and service to seniors.

Compensation & Benefits

- Salary is competitive and based on skills and experience
- Work Schedule: Monday–Friday, 9:00 a.m. – 5:00 p.m. This is an on-site position. Occasional evening meetings and shared on-call rotation with administrative staff.
- Benefits: Comprehensive employee group benefits and matching RRSP program

How To Apply

Ready to take the next step in your career? [Brown Consulting Group](#) is pleased to conduct the recruitment process on behalf of Richview Baptist Foundation. To apply for the Executive Director position, please submit your résumé and cover letter to richview@brownconsulting.ca.

The anticipated start date for this role is October 1, 2026. Employment is conditional on a successful police records check, including a Vulnerable Persons Check, due to working with seniors. We thank all candidates who apply; however, only those selected for an interview will be contacted.

Richview Baptist Foundation is an equal opportunity employer that values diversity and is committed to fostering an inclusive environment. We are dedicated to meeting the accessibility needs of all applicants during the recruiting and selection process. Please let us know if you require accommodation or support.