



Catholic Youth Organization

Children are at the heart of our mission

Job Posting Executive Director

Full-Time Permanent Position
Salary range: Commensurate with experience

A purposeful position for an individual who will successfully carry out the mission of the Catholic Youth Organization.

The Catholic Youth Organization (C.Y.O.) is a faith-based, non-profit agency that has been making a difference in the lives of children and youth in the Diocese of Hamilton for over 60 years. We are committed to forming confident and productive children through our many programs and services. Our strong tradition is to reach out to those less fortunate and create equal opportunities for all children. We break down barriers and offer children a sense of hope, success, and opportunity to grow in faith.

The successful individual will be passionate about the C.Y.O.'s mission and capable of leading a dedicated team to achieve the organization's strategic objectives and effectively implement and grow the organization's impact.

The Executive Director will provide strategic leadership, operational oversight, and effective management to ensure the continued success of the Catholic Youth Organization of the Diocese of Hamilton.

Education, Experience and Qualifications:

- Post secondary degree, diploma or certificate in business administration, accounting, economics or leadership related fields.
- 5 - 10 years of management or supervisory experience in a non-profit operational environment.
- As a faith-based organization, a Pastoral reference is preferred.

Key Responsibilities:

Accountable to the Board of Directors and, in accordance with the Letters Patent, policies and By-Laws of the organization, the Executive Director is responsible for the business of the organization by:

- Reporting to the Board of Directors.
- Advancing and promoting the organization's mission and vision in the Community.
- Upholding the values and mission of the Catholic faith.
- Developing and maintaining relationships with key community partners, funders, and donors and overseeing key fundraising activities, including the annual C.Y.O. Children's Fundraiser, capital campaigns, and parish campaigns.
- Overseeing the financial records and ensuring the sustainability and financial growth of the organization.
- Establishing yearly programming, objectives, and budgets while maintaining accreditation with the Canadian and Ontario Camping Associations for Camp Brébeuf, Camp Marydale, and Marydale Park.
- Implementing internal and external communications and public relations strategies to promote and maintain the agency's corporate image while handling media requests and stakeholder inquiries.

Applications must include: cover letter and resume, documented proof of qualification, names and contact information of three professional references. A Pastoral reference is preferred.

Completed applications to be addressed to Paolo Fidanza, C.Y.O. Board President
via email

humanresourcedep@cyo.on.ca

Please note, only those candidates who are being considered will be notified.

Application Deadline: Tuesday April 30th 2024

Employment Start Date: Friday November 1st 2024