

*The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House*

## JOB OPPORTUNITY

**Job# TNG2021- 251**

<b>POSITION TITLE:</b> VP, Equity, Diversity, Inclusion, and Poverty Reduction	<b>STATUS:</b> Regular Full-Time, non-bargaining unit
<b>DEPARTMENT:</b> Vibrant Communities and Poverty Reduction	<b>CONTRACT DATES:</b> n/a
<b># HRS / WEEK:</b> 35	<b>HOURLY RATE:</b> Commensurate with experience
<b>REPORT TO:</b> CEO	<b>CLOSING DATE:</b> November 29, 2021
<b>POSTING DATE:</b> November 23, 2021	

**GENERAL DESCRIPTION:** This is a senior strategic position supporting the overall mission of The Neighbourhood Group Community Services and specifically responsible for overseeing the development and delivery of community development and community services, and leadership of the Agency-wide diversity, equity and inclusion strategy. This is a position with a high degree of scope, responsibility, budget accountability and confidentiality that focuses on employee, community partner and funder relationships. The work is focused on poverty reduction for a highly diverse population in both the inner city and inner suburbs of Toronto. This position reports into the President and CEO.

### MAJOR DUTIES:

- Provide overall direction and leadership for the Vibrant Communities and Poverty Reduction division of TNGCS, leading a team of Directors, Senior Managers, Managers and team leaders.
- Responsible for overseeing a multi-disciplinary team to ensure safe and high-quality services are delivered on a day-to-day basis, ensuring all legislative requirements are met, and contractual obligations are fulfilled. Supervision and oversight of a wide-range of program areas and professional disciplines.
- Working with the CEO to lead a diversity, equity and inclusion strategy including: implementation of recommendations from the organizational equity audit including training and systems change; lead and support a cross-agency Diversity, Equity and Inclusion Committee; work across the organization on analysis, co-design, and problem-solving of systemic racism and oppression within the organization and the community.
- Provide leadership in community needs assessment, priority setting and program evaluation to support operational and strategic planning, ensuring broad-based input/participation from staff, volunteers, community residents and program users. Foster service coordination and a collaborative approach to program planning and delivery, both internally and with community stakeholders.
- Provide regular supervision, direction, coaching and support to Directors and Managers ensuring performance goals are established and evaluated annually.
- Prepare and monitor financial, statistical, and budget information in consultation with the CEO and CFO. Ensure that all programs and services budgets, plans and contracts are effectively administered.
- Provide senior and strategic leadership to the whole organization as a Vice-President. Fulfill the role of Acting CEO in the absence of the CEO as required. Provide executive leadership as directed for the Board of Directors and Board Committees. .
- Lead or support internal/external committees and networks as appropriate and/or assigned. Foster and support partnership development with other organizations, including program and service coordination, shared services, social planning and advocacy.

### REQUIREMENTS & QUALIFICATIONS:

- Master's degree in Social Work, Health or Public Administration with a focus on community development, or equivalent educational background, experience and training in non-profit management.
- A minimum of 5 years' progressive experience as a Manager, Director or Executive Director in the non-profit community services sector.
- Clear understanding of current research and analysis about anti-racism and anti-oppression and about diversity, equity and inclusion.
- Superior knowledge in the areas of program planning, development and evaluation, staff and program supervision, preparation of funding applications/proposals, budgets and reports.
- A skilled manager of people with proven experience in positive employee relations.
- Demonstrated understanding of the populations served and services delivered (including community development, youth services, women's services, food security) including relevant government legislation, programs and policies
- Strong government relations and community relations skills.
- Equity focused and the ability to work in a dynamic community-based setting with marginalized populations.

**For a complete job description please contact Human Resources**

**To apply, submit your resume and cover letter with "TNG2021-251" in the subject line of your email to:**  
**careers@tngcs.org**

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities, gender expression and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirement