



Executive Director

Ottawa, GTA or Kingston Areas

Virtual/Hybrid Work

[The Children's Bridge](#) (TCB) is a non-profit, licensed, federally incorporated adoption agency based in Ottawa, Ontario. As an international adoption agency, TCB staff and Board of Directors work in the best interests of the children it serves and provides pre and post adoption services and supports to its adoptive families. To date the organization has assisted over 4,500 families to successfully adopt children internationally.

Its objective is to provide adoption services with a mission to work in the best interests of the children it serves, by creating a sustainable and ethical adoption practice. Children's Bridge has a distinctive mandate "to find a family for the child".

The Children's Bridge organization has widespread knowledge of provincial legislation and adoption procedures. As well, the agency has facilitated adoptions for families in all provinces across Canada, except for Quebec. It has the expertise to help Canadian families, in and outside of Canada, to adopt internationally.

The Board of Directors of The Children's Bridge is hiring an Executive Director (ED) to lead the organization. Reporting to the Board, the Executive Director attends the monthly Board meetings and provides updates on the agency's operations as it relates to programs, staff, and organizational development. As the face of TCB, the new Executive Director will ensure the effective management of the daily operations of the agency, lead all planning, manage programs, identify critical issues and create the vision of how TCB can grow to serve families.

What you bring to the role:

- Minimum 5 – 7 years of management experience; leadership track record.
- Strong business acumen – business development focused.
- Knowledge of financial statements, grants and reporting experience.
- Understanding of how a non-profit operates.
- A relationship builder: Strong ability to build and develop relationships with other all stakeholders.
- Understanding of the process of working with a Board of Directors.
- Demonstrated leadership in equity, diversity and inclusion policy and practice; culturally competent.
- Experience in the development of strategic planning within the nonprofit sector.
- Excellent communications skills, including demonstrated ability to effectively communicate ideas and actions to people across an organization. Ability and comfort public speaking.
- Strong problem-solving skills with demonstrated creative, innovative and strategic thinking.
- A valid passport and ability and desire to travel 1 – 2 times internationally.
- Experience and strong track record of working remotely.

Assets:

- Ideally understands adoption either from professional experience, as an adoptee or as an adoptive parent
- Experience and understanding of the principles of adoption, child growth and development.
- Non-profit experience.

Education:

A bachelor's degree is preferred or a college diploma in social services.

What The Children's Bridge offers you in return:

- Competitive salary starting at \$100k, commensurate with experience
- Health and dental benefits
- Competitive vacation – 5 weeks (includes two weeks of annual scheduled shutdowns in August and December)
- Annual budget for your professional development
- Laptop and cell phone
- Virtual work environment; Ottawa, Greater Toronto or Kingston area

This search is being conducted on behalf of The Children's Bridge by *crawfordconnect*, a search firm specializing in recruiting leaders for Canada's non-profit sector. If someone you know may be interested in this position, please feel free to forward this document – we would be pleased to connect with them.

To apply: Qualified applicants are invited to submit their resume and letter of interest online, through our website, in confidence. We thank all applicants for applying, however, only qualified candidates selected for an interview will be contacted.

To submit your application by February 5, 2024, please visit <http://crawfordconnect.com/for-candidates/job-openings/>. Select the role and 'Apply' to upload your cover letter and resume in two separate documents. *Issues with applying? Please email info@crawfordconnect.com.*

Key contact: Ann Armstrong, Senior Search Consultant
ann@crawfordconnect.com
647.261.3566

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