

## Job Description

### JOB TITLE Executive Director

**JOB PURPOSE** Reporting to the Board of Directors and working out of the head office in Toronto, ON, the Executive Director provides overall leadership to CARE Centre for Internationally Educated Nurses (CARE Centre), a pan-Canadian organization. To ensure that the organization achieves its strategic objectives and delivers excellent programs and services that reflect CARE Centre's mission, vision and values, the incumbent's responsibilities include institutional planning, development, stewardship, managing financial assets and human resources effectively, and establishing and maintaining collaborative relationships with a broad range of stakeholders. The incumbent is a visionary leader who is knowledgeable of trends and issues in the nursing profession, healthcare and settlement sectors, and has the skills, knowledge and judgement to be proactive and to respond effectively to changes in these sectors.

### ORGANIZATION

**Reports to:** Board of Directors

**Direct Reports:** Program Managers, Administrative & HR Coordinator, Professional Practice Lead

### JOB ACCOUNTABILITIES AND RESPONSIBILITIES

#### Board Development and Support

- Support the Board Chair and Executive Committee in Board development to ensure effective governance
- Provide support to, and facilitate the work of, the Board and its standing and ad hoc committees, as required
- Foster effective teamwork between the Board and the Executive Director
- Work closely with the Board to develop and implement a clear mission, vision, values, strategic direction, initiatives, and priorities for CARE Centre
- Provide timely and accurate reports to enable the Board to perform its duties
- Support the Board in multi-year strategic plan development

#### Operational Planning and Development

- Develop and execute the operational plan in accordance with the Board's strategic plan and funder mandated requirements
- Develop and regularly review operational policies and procedures, submit to the Board for approval as required, and ensure implementation of the policies and procedures
- Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image, and implement effective measures to manage risks
- Develop strategic alliances and partnerships with nursing regulatory organizations, community groups, educational institutions, health care providers and employers, professional organizations, governments and funding bodies across Canada
- Seek and secure adequate funding from governments and other funders, through relationship development, funding proposals and fundraising initiatives, to support the operations of the organization
- Provide informed leadership in development strategies, grant writing, and securing funding
- Demonstrate deep understanding of intersectionality, racial justice, and community-led approaches to systemic change.
- Promote and advance best practices for continuous quality improvement, and ensure ongoing quality improvement initiatives to enable CARE Centre to build and maintain its reputation as a

- leading provider of excellent and innovative programs and services for IENs
- Develop and ensure the implementation of an effective marketing, communication, and outreach strategies
- Ensure the organization is structured to deliver on its strategic initiatives and to operate effectively as a hybrid (in-person/remote) organization
- Explore and develop research opportunities, and publish and present findings, as applicable in local, national and international context

### **Management**

- Oversee the efficient and effective day-to-day operations of a hybrid national organization
- Ensure compliance with all applicable national and provincial legislation and regulations, with provincial regulatory bodies, and with internal HR, finance, program, and administrative policies
- Collaborate with management to prepare a comprehensive budget and manage all financial revenues and expenditures in accordance with Board-approved budgets and funder requirements
- Determine staffing requirements and work with the management team to recruit staff within approved budgets
- Ensure the development and implementation of staff orientation, training, development, and performance programs
- Establish and promote a positive, respectful, healthy, and safe work environment in compliance with relevant legislation across jurisdictions
- Provide ongoing communication, coaching, performance management, and recognition for staff
- Ensure development, review, and revision of all job descriptions

### **Administration**

- Contract on behalf of the organization within Board approved budget
- Maintain primary contact with funders
- Prepare regular reports to the Board and funders, as required, including the CARE Centre Annual Report
- Make public statements on behalf of CARE Centre
- Represent CARE Centre at conferences, educational institutions, and regulatory meetings, and actively network with other potential partner organizations

### **Other Duties as assigned**

## **QUALIFICATIONS**

- Master's Degree in healthcare or not-for-profit management, and at least 5 years of progressively senior level, strategic, management experience in a related field, or equivalent combination of education and experience
- Sound knowledge of not-for-profit Board governance, and experience in working effectively with Boards
- Demonstrated effectiveness in developing funding strategies, writing funding proposals, and related relationship building and advocacy
- Comprehensive knowledge of national and provincial regulatory requirements and trends affecting nursing and related professions, immigration, and settlement.
- Excellent understanding of current pan-Canadian nursing regulatory bodies' registration requirements, Canadian academic and healthcare systems, related educational institutions, national examinations, and barriers facing internationally educated nurses (IENs)
- Cross-cultural competency and experience working with people from diverse ethnocultural backgrounds
- Visionary and demonstrated ability to effectively plan against vision
- Excellent leadership, supervisory and managerial skills
- Excellent time management, problem-solving, and decision-making skills
- Excellent oral/written communication skills
- Excellent public speaker and possessing media savvy

- Excellent interpersonal, collaboration, and partnership-building skills
- Good knowledge of human resources and financial management practices and control measures
- Extensive knowledge of government funding structures and processes at federal, provincial, and municipal levels
- Computer and information technology proficiency, including working knowledge of the Microsoft Office suite of products

## **PHYSICAL DEMANDS**

- Light infrequent medium physical demands for lifting, pushing, pulling
- Frequent land and air travel
- Manual dexterity required to use computer and office equipment

## **WORKING CONDITIONS**

- Flexibility within program operating hours
- Frequent travel within Ontario and occasionally throughout Canada

## **SALARY RANGE**

- \$115,000 to \$152,000

## **HOW TO APPLY**

- Please send a resume with cover letter by **Friday, January 30, 2026** explaining how your experience has prepared you for this position to: [admin@care4nurses.org](mailto:admin@care4nurses.org)

**We thank all applicants for applying. Only those selected for an interview will be contacted. CARE Centre is committed to diversity in the workplace.**