



Eritrean Canadian Community Centre of Metropolitan Toronto; 729 St. Clair Ave. West, Toronto, Ontario, M6C 1B2. TEL.

(416) 658 8580 Fax (416) 658 7442 Email: [info@eccctoronto.ca](mailto:info@eccctoronto.ca)

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**Job Title: Executive Director (ED) - Eritrean Canadian Community Centre (ECCC)**

**Location:** Toronto, Ontario, Canada

**Application Deadline: 15 Sep 2023**

**Summary:**

The Eritrean Canadian Community Centre (ECCC) is a registered charity seeking an experienced and dynamic senior executive to lead and drive the growth of our organization over the long term. We are dedicated to serving the vibrant Eritrean community in Toronto, with a focus on providing essential services and programming that align with our mission. If you are passionate about empowering the Eritrean Canadian community, excited to collaborate with stakeholders, and committed to making a positive impact, this opportunity is for you.

**Who We Are:**

Established in 1986, the ECCC is Canada's longest-standing Eritrean community organization. We have deep roots in the Eritrean diaspora and take immense pride in serving our diverse and vibrant community residing in Toronto. Our mission revolves around fostering a strong sense of belonging, cultural preservation, and delivering essential services tailored to meet the specific needs of our members.

We understand the challenges faced by Eritrean newcomers in settling into their new lives in Canada. Therefore, our primary focus is on catering to this vital constituency group. We offer a range of support services, including orientation, settlement assistance, and language support, to ensure a smooth transition and integration into Canadian society. These services play a crucial role in helping newcomers adapt, connect, and access the resources they need to thrive.

Beyond our newcomer support programs, ECCC serves as a vibrant cultural hub, organizing various events and activities that celebrate Eritrea's rich heritage and traditions. From cultural and music performances to language classes and educational workshops, we aim to create an inclusive and welcoming environment where our community members can connect, share experiences, and pass down their cultural legacy to future generations.

**Job Description:**

The Executive Director of the Eritrean Canadian Community Centre in Toronto holds a senior leadership position responsible for overseeing the organization's overall operations, administration, and strategic direction. Reporting to the Board of Directors, the Executive Director works closely with key stakeholders, staff, and volunteers to achieve the center's mission and objectives.



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## **Key Responsibilities:**

### **Leadership and Management:**

- Provide strategic leadership, implementing policies and programs approved by the Board.
- Oversee day-to-day operations, ensuring the efficient functioning of the center.
- Lead, supervise, and mentor staff, fostering a positive and inclusive work environment.

### **Fundraising and Financial Management:**

- Develop and execute fundraising strategies to secure financial support from various sources.
- Manage the organization's budget, monitor expenses, and ensure financial sustainability.
- Establish progress tracking, financial controls, and reporting systems for transparent decision-making.

### **Community Engagement:**

- Build and maintain positive relationships with the Eritrean Canadian community and other organizations.
- Represent the center at community events, networking functions, and meetings.

### **Program Development and Evaluation:**

- Collaborate with staff to develop and implement programs aligned with the center's mission and community needs.
- Monitor and evaluate program effectiveness, making necessary improvements.

### **Governance and Reporting:**

- Work closely with the Board of Directors, providing regular updates on activities, financial performance, and strategic initiatives.
- Assist in developing program, organizational, and financial plans, carrying out plans and policies authorized by the board.
- Ensure compliance with legal, regulatory, and reporting requirements.

### **Advocacy, Partnerships, and Communication:**

- Advocate for the needs and interests of the Eritrean Canadian community, forging partnerships with relevant stakeholders.



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- Oversee the creation of fundraising materials for donor acquisition and retention through various channels.
- Represent the organization's programs and point of view to donors, partners, agencies, organizations, and the general public.

### **Qualifications and Requirements:**

The successful candidate should possess:

- Passion for Eritrean culture and society.
- Working knowledge of Eritrean community trends in food, housing, education, health, and sustainability.
- Deep commitment to diversity, equity, and inclusion.
- Ability to build solid relationships across key stakeholders.
- Visionary leadership with a culture of excellence in leadership, fundraising, relationship building, stewardship, and recognition.

### **Experience:**

- Minimum 7-10 years of leadership experience, preferably in the non-profit sector.
- Proven experience in non-profit management, community development, or a related field.
- Managerial work experience with the Eritrean community non-profit sector.
- Strong leadership and interpersonal skills, with the ability to collaborate effectively with diverse stakeholders.
- Experience reporting to or working with a Board of Directors.
- Track record in fundraising, donor management, and understanding of the funding community.
- Experience in introducing and transforming projects in the non-profit sector.
- Knowledge and experience in digital communications, marketing, and media strategies.
- Experience working with and managing projects involving multiple stakeholders.
- Excellent communication and public speaking abilities.
- Familiarity with Canada's charitable sector and the legal framework within which charities act.
- Knowledge of Eritrean Canadian community dynamics and cultural sensitivity.
- Leadership role in a charity involved in settlement and social services.
- Experience in organizational growth and transformation.



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**Education:**

- Bachelor's or master's degree in a relevant field (e.g., Business Management, Non-profit Management, Social Work, Business Administration).
- Non-profit management certificate.
- Project Management certificate.

If you are a motivated, strategic thinker with a deep commitment to the community and the ability to lead effectively in a diverse environment, we encourage you to apply for this pivotal role. Join us in shaping the future of the Eritrean Canadian Community Centre and making a positive impact on our community.

To apply, please submit your resume and a cover letter highlighting your qualifications and experience related to this position to **[ECCC\\_HR@outlook.com](mailto:ECCC_HR@outlook.com)**.

**Application Deadline: 15 Sep 2023.**

We appreciate the interest of all applicants, but only those selected for an interview will be contacted.