



**NELSON HOUSE**  
OF OTTAWA CARLETON

## **Executive Director Job Description**

For over 25 years, Nelson House of Ottawa Carleton (NH) has been a crucial refuge for women and children fleeing domestic and intimate partner violence by providing emergency shelter for women and their dependents fleeing abusive relationships. Our organization exists to collaborate with and support the building of a community committed to healthy and respectful relationships, free from all violence and abuse. In our home, you will find support for both women and children by offering a safe space to live, counseling, practical supports and crisis intervention and assistance. Our Transitional Housing and Support Program provides flexible and concrete assistance, support, and advocacy to women who are transitioning to independence while facing barriers to access community resources. Women come to Nelson House to break the cycle of violence in their lives and the lives of their children. Our programs assist women residing in the community to take the next step in their journey towards autonomy and help them transition to a life free from violence. Nelson House is currently seeking an exceptional individual to assume the role of

### **Executive Director**

Led by and reporting to a very dedicated and committed Board of Directors, the Executive Director (ED) will be a compassionate and values-based leader and strategic community partner driven to delivering high quality services to women and their children. Their inspiring, forward-thinking, and organized style will deliver on the ongoing and evolving mission, strategic vision, and program goals of Nelson House. Possessing proven experience working in a not-for-profit (or similar) organization, the successful candidate will be energized by the Nelson House vision and mission, and the challenges associated with generating significant and meaningful change in the lives of women and their dependents who are fleeing violence. A builder, mentor, and advocate for social justice, the next ED will be passionate about shaping a positive organizational culture.

The ideal candidates will have a minimum of five years senior management and proven people leadership experience in the community-based not-for-profit sector. They will have successfully led other organizations operating in complex, multi-stakeholder environments, ideally in a social services or health care field. Additionally, they will bring a strong record in advocacy, communications, community relations, team development, compassionate leadership, and special focus on fundraising. Their years of relevant management experience will be supported by a post-secondary degree or diploma (Social Sciences, Health Administration, Education, Counselling, etc.). As a visionary and inspirational leader with superior interpersonal and communications skills, the next ED will promote a culture of collaboration, excellence, and continuous improvement, and will demonstrate an understanding of working with high-risk populations through multiple service sectors. The next leader of Nelson House will serve as its primary spokesperson and champion for the organization in the

community, assuring its services and mission are consistently presented in a strong and positive manner. Please visit our website at [www.nelsonhouse.on.ca](http://www.nelsonhouse.on.ca)

**Should you wish to learn more about this exceptional leadership opportunity, please call (in strictest confidence) Mike Lupiano at 613-862-2999, Nicole Poirier at 613-915-5030, or email your CV and Letter of Introduction to: [exec.nelsonhouse@lupianosearch.com](mailto:exec.nelsonhouse@lupianosearch.com)**

If you require any accommodation through the hiring process, please contact us at [info@lupianosearch.com](mailto:info@lupianosearch.com) .

*Nelson House of Ottawa Carleton is a feminist organization and operates from an anti-racism and anti-oppression framework. We adhere to the tenets of the Ontario Human Rights Code, and encourage applicants from women of all races, ethnic origins, religions, ages, abilities and sexual orientations.*

*We thank all applicants for their interest. However, only those under consideration for the role will be contacted.*

[www.lupianosearch.com](http://www.lupianosearch.com)

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