



Community Services of Belleville and District (CSBD), a busy and vibrant organization that supports over 1100 children, adults and families in any given year, is seeking an Executive Director.

CSBD is a multi-service, not-for-profit charitable organization that exists to provide a range of services and supports to individuals, children and families in several defined areas. In addition to support provision, CSBD is also mandated to respond to the specialized complex needs of some individuals and families using clinical interventions. CSBD offers a number of non-residential support services to children, adults and families with intellectual disabilities and/or autism. CSBD also provides Supervised Access Services, Family Court Clinic and Child Welfare Alternative Dispute Resolution.

As Executive Director, you will lead the organization and provide overall management to the agency, including programs and services, human resources, finance and organizational development. The Executive Director reports to the Board of Directors and is responsible for providing them, as well as the Ministry of Children, Community and Social Services (MCCSS) with regular reports.

The Executive Director has four direct reports, two Clinical and Program Managers, the Finance Manager, and the Office and IT Manager.

The Executive Director is responsible for ensuring the agency is providing the services and programs that match the Mission and Strategic Plan of the organization and the service contracts with the MCCSS, and oversee the assessment, planning, implementation and evaluation of services.

The Executive Director is expected to model and lead the organization's values and represent CSBD effectively in dealing and working collaboratively with all stakeholders, colleague agencies, the community and the Ministry.

### **Qualifications:**

- University Degree or its equivalent in Health, Social Work, Management or other related field.
- Minimum 5 years of experience in a senior management position in the public sector or not-for-profit or social services sector
- Board Certified Behaviour Analyst Designation is an asset
- Previous experience working in an organization with comprehensive reporting structures and advanced administration processes is also an asset

12 Moira Street East, Belleville, ON K8P 2R9  
Tel: 613-966-7413 • Fax: 613-966-2357 • Toll Free: 1-800-966-7413  
Email: [csbd@csbd.on.ca](mailto:csbd@csbd.on.ca) • website: [www.csbd.on.ca](http://www.csbd.on.ca)

Assessment • Advocacy • Support

- Good negotiation and conflict management skills
- Financial management skills
- Ability to analyse business practices within both non-profit and fee-for service programs
- Knowledge of risk management practices
- Strong leader and critical thinker
- Provide and maintain an acceptable Criminal Record Check and Vulnerable Sector Screen
- Valid Ontario Driver's License and access to a reliable vehicle with insurance

CSBD invites applications from all qualified individuals. CSBD is committed to employment equity and diversity in the workplace and welcomes applications from, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

**Salary/Benefits:** This is a salaried position within a 35-hour per week environment. Flexible work hours may be required.

Salary range is \$99,000 - \$114,000

Qualified applicants are invited to submit a covering letter and resume to:

**Hiring Committee of the Board of Directors  
Community Services of Belleville and District  
12 Moira Street East, Belleville Ontario K8P 2R9  
Fax: 613-966-2357  
Email: [csbd@csbd.on.ca](mailto:csbd@csbd.on.ca)**

**Applications must be received no later than 4:30 pm on July 31, 2025**

We appreciate the interest of all applicants, but will only be contacting candidates whose skills, experience and qualifications best meet the requirements of the position.