



Executive Director – Job Posting

Job Title: Executive Director

Location: Niagara Safety Village (100 Niagara College Blvd., Welland, ON)

Employment Details: Permanent, Full-Time, 40 hours per week

Salary Range: \$70,000 - \$90,000 per year

Posting Date: 2026-10-01

Closing Date: 2026-10-15

About Us

The Niagara Safety Village is a non-profit educational facility located on the Niagara College Campus in Welland, Ontario. Since 2003, we have been providing engaging, hands-on safety education to children, families, and community members across Niagara. In partnership with Niagara Regional Police Service, Regional Fire Services, and Niagara Emergency Medical Services, our professional instructors teach essential safety skills in both classroom and practical settings. Our unique miniature village allows participants to put what they learn into practice in a safe, controlled environment, helping build the knowledge and confidence they need to stay safe in the real world.

Job Description

Job Summary

Reporting to the Board of Directors, the Executive Director is responsible for the overall leadership, strategic direction, and day-to-day management of Niagara Safety Village. This role provides leadership to staff and service providers, oversees the implementation of funding initiatives, and fosters partnerships with community organizations, service clubs, businesses, and other community partners to promote safety and accident prevention education. The Executive Director ensures the effective, efficient, and safe operation of the organization while advancing its mission and long-term sustainability.

Qualifications

Education

- Bachelor's Degree or Diploma in Social Services, Business Administration, Public Administration, Human Resources or other related fields.



Knowledge

- Minimum of five (5) years' experience in a senior management role, with previous experience in a non-profit organization.
- Demonstrated experience in the effective administration and operation of a non-profit organization.
- Proven leadership, communication, strategic planning, organization, implementation, and evaluation skills.
- Strong ability to build and maintain effective relationships with community partners.
- Experience working collaboratively in a team-based environment and managing competing priorities.
- Experience managing operational and capital budgets.
- Proven ability to lead initiatives, including organizational design, culture development, and change management.
- Experience working within a Board governance environment.
- Advanced knowledge of leadership and management principles, strategic planning, and program development and implementation.

Responsibilities

Strategic Leadership and Governance

Reporting to the Board of Directors, the Executive Director provides strategic leadership and serves as the primary advisor to the Board on organizational planning, governance, operations, and emerging issues.

- In consultation with the Board of Directors, lead and support the facilitation, development, implementation, and evaluation of the organization's multi-year strategic plan and annual business plan, ensuring alignment with the mission, vision, and strategic priorities.
- Ensure compliance with all applicable legislation, regulatory requirements, corporate policies, and reporting obligations.
- Support effective governance by providing timely, accurate, and comprehensive information to enable informed Board decision-making.
- Foster a culture of accountability, continuous improvement, and organizational sustainability.

Engagement of Community Partners

Provide leadership in advancing organizational priorities through collaborative planning and community engagement.



- Serve as the primary spokesperson and ambassador for Niagara Safety Village, promoting its mission and strengthening its presence throughout the community.
- Assess current and emerging community needs and recommend enhancements to programs and services.
- Collaborate with our partners, community organizations, government, funders, businesses, educational institutions, and other community partners to advance the mission of Niagara Safety Village.
- Promote the organization's programs and services while enhancing community awareness of the Niagara Safety Village and its Programs.

Financial Stewardship

Provide responsible financial leadership to ensure the organization's long-term sustainability and accountability.

- Develop, administer, and monitor annual operating and capital budgets in alignment with strategic priorities.
- Ensure sound financial management, transparency, accountability, and compliance with organizational financial policies and applicable legislation.
- Monitor financial performance, analyze variances, and provide regular financial reports and recommendations to the Board.
- Negotiate and manage contracts and agreements as necessary.
- Develop and maintain strong relationships with municipal, regional, provincial, and federal governments to advance organizational priorities and identify funding opportunities.
- Lead fundraising and revenue generating activities including sponsorship development, grant applications, donor stewardship, event partnerships, and community investment initiatives to support the organization's sustainability and growth.

Operational Leadership

Ensure the effective and efficient delivery of organizational programs, services, and administrative functions.

- Provide leadership and oversight for the day-to-day operations of the organization.
- Ensure programs and services are delivered in accordance with established standards, funding agreements, and legislative requirements.
- Oversee organizational risk management, change management, quality improvement, and reporting processes.



- Ensure timely and accurate operational, financial, and performance reporting to the Board.

Human Resources and Organizational Culture

Provide leadership in developing a high-performing, engaged, and accountable workforce.

- Lead organizational workforce planning, including organizational structure, succession planning, and talent development.
- Foster a positive, inclusive, and collaborative workplace culture that supports employee engagement, innovation, accountability, and service excellence, while demonstrating flexibility, within the day-to-day operations.
- Oversee employee performance management, professional development, and leadership development initiatives.
- Ensure staff have the resources, information, and support required to achieve organizational goals.
- Ensure compliance with all Occupational Health and Safety legislation.

Special Requirements

In accordance with Niagara Safety Village Criminal Record Check Policy, the position requires the incumbent to obtain a Vulnerable Sector Police Clearance.

How to Apply

Let us know why you would be an excellent candidate by submitting your cover letter and resume via email to **careers@nsv-board.ca**. Please use the subject line: Executive Director Application. Applications will be accepted until 11:59pm on Thursday, October 15, 2026.

Closing Statement

We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.

We confirm that we do not use AI screening of applicants. This position is an upcoming vacancy with an expected start date of January 2027.