



## Job Posting

**Position Title:** Executive Director, Maison Baldwin House

**Location:** Cornwall, Ontario - serving Stormont, Dundas & Glengarry, Akwesasne and the City of Cornwall

**Employment Type:** Contract, Full-Time, 1 year renewable

**Application Deadline:** Friday, May 15 2026, 4:00 PM

### **About the Organization:**

Maison Baldwin House, a non-profit organization, is a place of safety and refuge for women and their children in Cornwall, Akwesasne and SD&G. The shelter provides women who have experienced any type of abuse with support, information, and a safe place to stay. It is open 24 hours a day, seven days a week and women can call and/or come in at any time, day or night.

Maison Baldwin House also owns and operates Serendipity Boutique, a thrift shop run entirely by volunteers where all proceeds from donated items support the shelter and other initiatives for women in our community.

Maison Baldwin House is currently expanding services to include a long-term residential support program for victims of human trafficking.

### **Position Summary**

The Executive Director oversees all aspects of Maison Baldwin House operations and leads in establishing and fulfilling the strategic direction of the organization. The Executive Director is accountable to the Board of Directors, to federal and provincial funding sources, residents, staff and the general public and is conscientious, diligent and efficient in the performance of all duties. The Executive Director models and fosters a culture of respect and cooperation and effectively supervises and supports staff to ensure an exemplary standard of care, honouring confidentiality and well-being of all stakeholders. The Executive Director has a proven track record for building and sustaining community partnerships and financial contribution and embraces responsibility for advocacy and education as a key strategy to reduce violence against women in our communities.

### **Key Responsibilities**

- Support the Board of Directors with governance, reporting, and ensure implementation of directions/recommendations provided by the Board.

- Provide strategic leadership aligned with the organization's mission.
- Oversee daily operations, programs and service delivery.
- Lead, mentor, and support staff and volunteers.
- Lead Human Resources function within the organization (negotiation and implementation of the Collective Agreement; development and implementation of HR Policies and Procedures; hiring, training, performance management, discipline).
- Monitor and ensure the effective and caring administration of services and supports for clients.
- Ensure compliance with all legal, regulatory, and funding requirements.
- Develop and manage budgets, financial reporting, purchasing and fundraising initiatives.
- Build and maintain strong community, government, and donor relationships.
- Advocate and educate in the community and more broadly to build awareness, promote services and secure supports.
- Represent the shelter in a professional and positive manner at all times

### **Qualifications**

- Post-secondary degree in Social or Human Services (BSW, MSW or equivalent) in the management/administration within the non-profit sector *OR* a combination of relevant qualifications and experience in the area of social work, non-profit management or public administration.
- Demonstrated commitment to and knowledge of community-based model of intervention and feminist principles.
- Extensive knowledge of Violence Against Women (VAW) and human trafficking issues, gender-based violence and trauma-informed practice.
- Minimum of 5 years experience in human resources management in a unionized setting, preferably with experience in the VAW sector.
- Experience developing and managing budgets and ensuring financial sustainability.
- Experience in funding proposal development and proven success in proposal submissions.
- Experience in public speaking, presentations and networking to educate and foster relationships with community groups and agencies.
- Bilingualism in English and French, with strong written and verbal communication skills, is considered an asset.

### **Personal and Professional Qualities**

- Compassionate, ethical, and service-oriented
- Collaborative leadership style
- Strong decision-making and crisis-management abilities
- Commitment to equity, diversity, and inclusion
- Ability to build trust with staff, clients, partners, and the community

## **Remuneration**

Salary: \$ 51.06/hour; 37.5 hours/week

Group Benefits

RRSP

## **Work Environment & Conditions**

Combination of office and shelter environment. Opportunities for travel primarily in the SD&G area with potential for more extensive travel for meetings/conferences.

Flexible hours may be required to lead and oversee operations effectively, for meetings and for community networking/fundraising opportunities.

Demands of the job may vary but include interpersonal (listening/speaking), sustained concentration, and extended computer work.

## **How to Apply**

Applicants may apply by submitting the following:

- Cover letter
- Resume
- Three professional references

**All components of the registration package may be submitted in a single file attachment by email to [mbhedapplication@proton.me](mailto:mbhedapplication@proton.me).**

Deadline for submission of applications: **Friday, May 15<sup>th</sup> 2026 at 4:00 PM**

*“We value diversity and encourage applications from individuals of all backgrounds and lived experiences. If you require accommodations during the hiring process, please let us know and we will work with you to meet your needs.”*