



WILL Employment Solutions (WILL) and The Skill Centre Board of Directors is searching for its next Executive Director. WILL - legal name WIL Counselling and Training for Employment, is a registered charity dedicated to empowering immigrants and job seekers through innovative employment services since 1984 and is widely regarded as the expert in immigrant employment programming across Southwestern Ontario. The Skill Centre is a non-profit corporation that manages a landmark downtown London property, leasing space to social and community organizations that strengthen the region's social impact ecosystem.

Executive Director

The Executive Director serves as an inspiring and strategic leader, championing the mission, vision, and values of WILL Employment Solutions and the Skill Centre. Accountable to the Boards of Directors for both organizations, the Executive Director oversees the implementation of strategic priorities, policies, and funding agreements, fostering transparent relationships with stakeholders and partners.

This position is open due to the current Executive Director's retirement in March 2026. In-person interviews will commence in January, with an anticipated start date in mid-February.

This is an exceptional opportunity for a visionary leader who is passionate about driving positive change and advancing community well-being.

Key Responsibilities

Complex Environments

Lead effectively in dynamic, multifaceted settings by managing competing priorities, aligning stakeholders, and making sound, data-informed decisions. Provide steady, adaptive leadership that fosters resilience and drives progress through ambiguity and change.

Leadership & Communications

Inspire staff, partners, and projects through clear vision and purpose, fostering an inclusive, learning-focused culture. Lead a diverse team of over 45 employees, ensuring equitable practices, strong coaching, and continuous growth. Maintain open, respectful, and timely communication processes that support organizational clarity and accountability.

Board Governance & Strategic Planning

Keep the WILL and Skill Centre Boards informed on legislation, trends, risks, and financial health to support strong governance. Advance strategic goals by translating Board direction into actionable business and operational plans that deliver measurable results and community impact.

Finances and Fundraising

Develop and manage the annual \$5M budget, ensuring accurate funding allocations and serving as the primary contact for funders, proposals, and negotiations. Support long-term fundraising and capital initiatives to diversify revenue, grow working capital, and strengthen private-sector and donor engagement.

Human Resources Management

Lead the development and implementation of HR strategies that support organizational goals, including talent management, employee relations, recruitment, workforce planning, and performance management.

External Relations

Build and sustain strong partnerships with organizations, sponsors, and collaborators aligned with WILL's mission, vision, and values.

Enterprise and Development

Apply strong business acumen to identify, develop, and expand sustainable revenue opportunities in a competitive environment.

Data-Driven Information Management

Use data and technology to inform decisions and improve service delivery while ensuring the highest standards of privacy, security, and confidentiality.

Property and Premises Management

Ensure all properties are safe, secure, and well-maintained in accordance with health, safety, and building codes. Lead planning and execution related to the impending Skill Centre sale while exploring future organizational opportunities.

Continuous Quality Improvement

Maintain WILL's reputation for integrity, ethical conduct, and the delivery of high-quality, relevant programs and services.

Organizational Performance Outcomes

Evaluate programs and services to ensure alignment with client needs, contractual obligations, and organizational strategic priorities.

What you bring to the table

- Post-secondary degree/diploma in Business/Human Services or other applicable program; Masters preferred. A combination of Education and Experience will be considered
- Completion of recognized leadership program
- Strong Change Management skills (Prosci or other recognized certification is an asset)
- A minimum of 5 years' progressive senior management experience, preferably in the not for profit, employment, or settlement sector
- Strong leadership skills with the proven ability to empower and trust
- Knowledge of career development, employment coaching, counselling and mentoring programs
- Proficiency with and curiosity about technology, including social media, meeting tools, AI etc.

- Experience with funder negotiations, fund development, and revenue diversification
- Demonstrated success in managing complex, data driven environments
- Previous experience managing the human resources' function
- Lived experience is an asset

Working Conditions:

- WILL enjoys a hybrid work environment, and all staff must be in the office at least three days a week, with the ED expected to be in the office 5 days per week with some flexibility to work remote occasionally. Due to the nature of reporting to a Board of Directors, meetings (in person and virtual) happen several days a month after hours
- Schedule flexibility is also required for events and meetings that happen outside of the normal work week and include some overnight travel

Why WILL?

- Leading a talented team reflective of the clients WILL serves
- Health, dental, vision, employee assistance, and pension program
- Generous vacation and paid time off and paid parking
- Salary range of \$95,000 - \$115,000 annually depending on experience

It is important to note that WILL requires a satisfactory Police vulnerability sector check and valid driver's license, appropriate insurance and access to reliable car.

TO APPLY:

Please forward applications (cover letter and resume) no later than **4:00 pm on January 6th, 2026**. Applicants may submit applications electronically to **ExecutiveSearch@willemployment.ca**. Please reference **Executive Director Search** in the subject line.

WILL Employment Solutions values diversity in all its forms and recruits qualified individuals at all occupational levels that reflect the diversity of our clients and our community. We strive to foster a workplace in which all individuals maximize their potential, regardless of their differences. We are committed to providing accommodation for people with disabilities. If you require accommodation to complete this application, we will work with you to meet your needs. Accommodation may be provided at all stages of the hiring process.

While we appreciate all applications received, only candidates selected for an interview will be contacted.