



Job Title	Executive Director
Type of Position	Indeterminate - Full Time - 35 hours/week* - In person
Schedule	Monday to Friday* Mandatory Staff Meetings Evening coverage one evening per week (Tuesday, Wednesday or Thursday)
Salary	\$31.00/hour Annual seniority increases according to the Labour and Compensation policy.
Benefits	6% vacation indemnity in the first year. 8% after the first year. 160 hours for Health Days or Personal time Access to a group health insurance plan after 3 months of employment.
Location	3465 Avenue Benny, Montreal, QC.
Start date	May 18th 2026
Important dates in the process	March 5th, 5pm-7pm : In person info session. March 22nd, 11:59 pm : Deadline for applications March 30th - April 8th : Interviews.

* The ED may be required to work outside their regular hours or opening hours in the case of peak work periods, organizational events or meetings, and major building or staff/client emergencies.

Job Purpose

The Executive Director provides strategic and values-based leadership to advance Head & Hands' youth empowerment mission and create lasting social change. Working collaboratively with staff, the Board of Directors, and community partners, the Executive Director ensures the overall health, governance, and sustainability of the organization in alignment with Head & Hands' values of prevention, inclusivity, non-judgment, harm reduction, and youth empowerment.

As Head & Hands' public spokesperson, the Executive Director champions the organization's work, cultivates strong relationships with community partners and donors, and supports a healthy,

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equitable, and collegial work environment alongside the HR & Organizational Well-Being Director. The Executive Director will be responsible for implementing the recently adopted 3-year strategic plan for the organization.

RESPONSIBILITIES

Strategic Planning

- Lead organizational visioning and strategic development.
- Collaborate with the Board on governance, compliance and bylaws.
 - As an active voting member of the Board of Directors and the Executive Committee:
 - Attend meetings of the BOD and the Executive Committee.
 - Provide the ED report at each board meeting, which ensures effective communication on decision-making and long-term planning.
 - Work with the BOD to ensure that the organization is meeting its legal obligations and that the bylaws are being followed and upheld.
 - Participate in board member recruitment, orientation and training.
- Participate in fundraising and communication efforts in collaboration with the Fundraising consultant:
 - Participate and support fundraising strategic plan & vision in connection with org vision, strategic plan, organizational chart, and program visions
 - Support the management of a portfolio of grants (including grant-writing, reporting, and liaising with funders)
 - Government reporting
 - Attend meetings with funders upon request.
 - Annual Report writing and AGM planning.

Administration

- Manage budget in collaboration with the Finance Director (and Treasurer as needed):
 - Build, oversee and maintain the annual budget and cash flow.
 - Collaborate with Program Directors to ensure their budgets are on track.
- Report finances:
 - Prepare and present projected annual budget reports for staff, board members, government and registered charitable returns.
 - Support the annual auditor process.
- Co-sign banking payables.

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- Excellent verbal and written communication skills in English and in French. Additional languages are an asset.

LEADERSHIP QUALITIES

- Excellent ability to work simultaneously on several projects in parallel that are at different stages of development.
- Ability to remain grounded during challenging conversations.
- Ability to anticipate obstacles, levers, and challenges to collective projects.
- Ability to quickly grasp the overall ecosystem, mastery of systems thinking.
- Results-oriented, solution-oriented, action-oriented.
- Excellent ability to mobilize and to rally a community around a common, unifying vision.
- General knowledge of harm reduction and anti-oppression.

Application Process

- An information session will take place on **March 5th, 2026, from 5 pm to 7 pm** at the Benny office.
- Interviews will take place from **March 31st to April 8th** at the Benny office. Depending on the process, candidates may be invited to attend a second interview after April 8th.
- Anticipated start date: **May 18th 2026**
- Deadline to apply: **March 18th, at 11:59 pm**
 - All candidates will be sent a confirmation that their application was received, but only those candidates selected for an interview will be contacted further.

How to Apply?

Please apply by submitting your CV and cover letter to humanresources@headandhands.ca, including "Executive Director candidacy" in the subject line.

Guidelines for preparing your CV and cover letter are available [on our website](#), and no incomplete applications will be accepted.

Please communicate with us any accessibility needs, as we will make every effort to accommodate the needs of applicants with disabilities.

Please contact Carlos Mondragon, Human Resources and Organizational Wellbeing Director, for any other questions about the process.

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