

JOB POSTING

Manager, Executive Office & Governance

YMCA of Eastern Ontario

Full-time, Permanent

Salary: \$60,000 - \$72,000

At the YMCA of Eastern Ontario, we believe in the power of people — to grow, to lead, and to strengthen communities. Guided by our values of caring, honesty, respect, responsibility, and inclusiveness, we create spaces where everyone belongs.

We are seeking a **Manager, Executive Office & Governance** to play a pivotal role at the heart of our Association — supporting our CEO, driving strong governance, and helping ensure our work continues to make a meaningful difference across the communities we support. The YMCA of Eastern Ontario is a regional Association therefore travel between sites is expected.

WHAT YOU WILL DO:

Executive Office Leadership

- Partner closely with the CEO to manage priorities, schedules, and key initiatives
- Prepare briefings, materials, and insights to support informed decision-making
- Coordinate executive and leadership meetings, ensuring alignment and follow-through
- Act as a central point of connection between the CEO and senior leadership team

Governance & Board Relations

- Serve as the primary liaison to the YMCA of Eastern Ontario Board of Directors and Foundation
- Lead the planning and execution of Board, Foundation and Committee meetings — from agendas to materials to follow-up
- Ensure strong governance practices are aligned with Association standards, processes and procedures
- Maintain governance systems, documentation, and digital platforms (e.g., SharePoint)
- Provide guidance on governance best practices and continuous improvement

Coordination & Organizational Alignment

- Provide high-level administrative support to Senior Directors and/or Directors, focusing on cross-functional initiatives and organizational priorities
- Help ensure clear communication and alignment across all levels of leadership
- Track key actions, timelines, and emerging risks
- Step in where needed to provide high-level coordination during busy or critical periods

Community & External Engagement

- Represent the YMCA of Eastern Ontario in community settings as appropriate
- Support the CEO's external commitments and relationships
- Contribute to strengthening partnerships that extend the Association's impact

WHAT YOU BRING:

Experience & Background

- 5+ years in executive-level support, governance, or board relations
- Experience working with senior leaders and/or Boards of Directors
- Background in public administration, business, governance, or a related field
- Experience in nonprofit or multi-stakeholder environments

Skills That Set You Apart

- Exceptional organizational and time management abilities
- Strong written communication — you can turn complexity into clarity
- High emotional intelligence and relationship-building capability
- Discretion and sound judgment when handling confidential matters
- Ability to balance competing priorities with professionalism
- Strong analytical thinking and attention to detail

Bonus (Nice to Have)

- Governance certification (ICD.D, CGP, CAE etc.)
- Experience with policy development or compliance frameworks
- Familiarity with the YMCA or similar community-serving organizations

All interested candidates should submit a cover letter and resume to Judy Sakell, Director of People & Culture – judy.sakell@eo.ymca.ca.

YMCA of Eastern Ontario
100 Wright Crescent
Kingston, ON K7L 4T9

We appreciate your interest in a career opportunity with the YMCA of Eastern Ontario. Please note that only those selected for an interview will be contacted. Candidates invited for an interview will be required to submit three (3) professional references.

The YMCA of Eastern Ontario is committed to an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance so that we can arrange reasonable and appropriate accommodation. The YMCA of Eastern Ontario values the diversity of people and communities and is committed to excellence and inclusion in our Association