



EXECUTIVE DIRECTOR

HILLHURST SUNNYSIDE COMMUNITY ASSOCIATION

AccessHR is excited to partner with **Hillhurst Sunnyside Community Association (HSCA)** for the recruitment of a full-time Executive Director (ED). The position is based in Calgary's Kensington area, with a target start date of November 2025.

ABOUT HILLHURST SUNNYSIDE COMMUNITY ASSOCIATION

Since 1912, the Hillhurst Sunnyside Community Association (HSCA) has been at the heart of Calgary's inner-city communities, fostering connection, belonging, and local pride. As both a registered charity and a hub for social enterprise, HSCA operates a wide range of programs and services including licensed childcare for more than 150 children, recreation and community programs, a year-round farmers' market, and vibrant facility rentals that welcome residents and local businesses alike.

Guided by a mission to preserve and enhance a healthy, vibrant quality of life for Hillhurst Sunnyside residents, HSCA's dedicated staff and volunteers deliver programming and services seven days a week. With a strong focus on inclusivity, collaboration, and community-centred values, HSCA continues to bring people together while building sustainable social enterprises that safeguard the organization's future.

POSITION DESCRIPTION

The Executive Director reports directly to a governance-focused Board of Directors and leads 6 direct reports, including 2 Directors, and approximately 45 employees across childcare, recreation, markets, facility rentals, and facility services.

This role is both strategic and operational, guiding HSCA's long-term vision while ensuring smooth day-to-day operations. The Executive Director will advance HSCA's mission through effective and engaging leadership, sound financial management, and meaningful community engagement.

The ideal candidate is an empowering leader who enables and equips others, balances nonprofit values with financial realities, and brings expertise with managing multi-unit operations. A background in nonprofit leadership, social enterprise, and/or community development is highly valued, along with familiarity with childcare legislation, nonprofit funding, and government/community relations.

KEY DELIVERABLES

- **Leadership & Culture:** Foster trust and empower staff, volunteers, and the Board; equip teams with the tools and confidence to succeed; champion cultural alignment by fostering shared values and consistent practices.

- **Change Management:** Lead change management efforts following a recent restructuring and a new incoming Executive Director; foster stability, clarity, and engagement across all levels of the organization.
- **Strategic Direction:** Execute on the 2025 - 2028 three-year strategic plan, aligning operations and social enterprises with HSCA's values: Inclusivity, Collaboration, Empowerment, Care, and Community Centered.
- **Financial Stewardship:** Oversee and strategically manage a \$3M+ budget, ensuring optimal allocation of resources while embedding robust risk management practices.
- **Operational Management:** Strengthen internal program evaluation by developing clear metrics and practical measurement tools to enhance organizational accountability and impact.
- **Governance Support:** Partner with the Board as a trusted advisor; provide clear, solutions-focused reporting and uphold strong governance practices.
- **Human Resources:** Support and lead a team of approximately 45 staff; empower teams across departments and ensure Human Resources practices reflect HSCA's values.
- **Community Engagement:** Build empowering and collaborative relationships with residents, partners, funders, and the City of Calgary; serve as a visible ambassador for HSCA.

QUALIFICATIONS

- **Leadership:** Demonstrated ability to mentor, coach, and inspire others to excel; empowering and approachable leadership style that emphasizes active listening, team learning, and building on existing strengths.
- **Governance & Board Relations:** Experience reporting to or serving on a Board of Directors; able to identify opportunities and threats and clearly present strategic options.
- **Financial & Operational Acumen:** Deep knowledge of nonprofit finance and compliance, including restricted vs. unrestricted funding and government grant structures; experience managing complex, multi-unit budgets preferably with a total budget of \$3M+.
- **Community Engagement & Advocacy:** Background in community development, public service, or grassroots organizing; expertise with an asset-based community development model; skilled at navigating political and social touchpoints.
- **Personal Attributes:** Mission-driven, approachable, and empowering leader who goes into all conversations with active listening, empathy, and kindness.
 - Strategic yet pragmatic; able to implement the strategic plan while leaving space for innovation and adaptation.
 - Resilient, high-capacity leader who thrives in a complex, fast-paced, sometimes unpredictable environment.
 - Cohesive alignment with HSCA's values of inclusivity, collaboration, empowerment, care, and community centered.

ASSETS

- **Sector-Specific Knowledge:** Familiarity with childcare regulations and legislation; understanding of risk management across diverse operations including childcare, facilities, and recreation.

EDUCATION & EXPERIENCE

- Post-secondary degree or diploma in **Nonprofit Management, Public Administration, Business, or a related field** (or equivalent experience).

- **7+ years of progressive leadership experience**, including reporting to or working closely with a Board of Directors.
- Expertise **managing multi-unit budgets** and overseeing financial sustainability, including government and grant funding.
- Experience in the **nonprofit or social enterprise sector**, balancing community impact with revenue generation.
- Track record of **leading and mentoring teams** in multi-disciplinary environments.

WHAT WE OFFER

- 35-hour work week and competitive salary within the nonprofit sector
- Generous vacation allowance plus 10 annual wellness days
- Comprehensive health and dental benefits package
- Discount on HSCA childcare services
- Free parking onsite
- A supportive, community-focused workplace that values balance and belonging

POSITION REQUIREMENTS

- Position is on-site Monday to Friday, with occasional evenings to attend board meetings
- Successful completion of a Vulnerable Sector Check

APPLY

Interested candidates are invited to apply with a cover letter and resume to [HERE](#). **Please note that the position posting will close at 6:00 pm on September 30th, 2025.**

All applicants will receive a personalized response, and candidates under consideration will be contacted directly. Please be advised that applications will be monitored daily, and interviews may be scheduled throughout the posting period.

We encourage applicants from diverse backgrounds to apply as HSCA is committed to offering a diverse and safe workspace free from discrimination. All applicants are considered regardless of age, gender, race, ableness, sexual orientation, gender identity or expression, and religious beliefs.