bernard betel centre
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Executive Director, Bernard Betel Centre for Creative Living

The Bernard Betel Centre for Creative Living | Toronto, Ontario

Employment: Full-time, permanent

Work arrangement: In-person attendance five (5) days per week

Compensation: $145,000 - $175,000 annual base salary, plus benefits

Reports to: Board of Directors

About the Centre

The Bernard Betel Centre for Creative Living is a publicly funded, not-for-profit organization empowering older adults to lead active, creative and healthy lives. Rooted in Jewish values and welcoming people of all backgrounds, the Centre serves more than 5,000 adults aged 55+ annually through multilingual educational, recreational, cultural and wellness programs.

The Opportunity

The Centre seeks a collaborative, strategic and community-minded Executive Director (ED) to lead its people, programs, operations and resources. Reporting to the Board of Directors, the ED will translate the Centre's mission and Board-approved strategic directions into effective services, sound financial stewardship, and achieving meaningful community impact.

Key Leadership Accountabilities

- Strategy and governance — partner with the Board on strategy development; implement approved priorities, and provide timely, transparent reporting while maintaining clear distinctions between Board governance and operational management responsibilities.
- People and culture — lead and develop staff, support volunteers, clarify accountabilities, and foster a respectful, inclusive and high-performing workplace.
- Financial stewardship — lead budgets; monitor financial performance and cash flow.
- Fund development — lead fundraising and revenue-development activities; oversee funding obligations; strengthen grants, donor, and community funding relationships.

We gratefully acknowledge financial support from:
Charitable number 11921 5697 RR0001
Ontario Central Local Health Integration Network
United Way Member Agency
TORONTO
UJA Federation OF GREATER TORONTO

- Programs and community — ensure accessible, responsive programming for older adults; build and foster relationships with participants, funders, and community partners.
- Operations and risk — lead day-to-day operations, strengthen systems and internal controls, and oversee compliance, safety and organizational risk.

Initial Leadership Focus
In collaboration with the Board, the incoming ED will establish objectives in five areas: organizational stability, financial sustainability, staff engagement, community relationships, and program effectiveness. Specific deliverables and success measures will be agreed during onboarding.

Qualifications
- Minimum 10 years of progressive leadership experience, including significant accountability for operations, people, budgets and organizational results.
- Strong strategic planning, financial management, communication, and interpersonal skills.
- Proven success working with a Board of Directors in not-for-profit, community or publicly funded environments.
- Master's level education in a related discipline (preferred), or an equivalent combination of education and experience.
- Demonstrated experience working with older adults, with a strong understanding of their diverse needs, interests and barriers to participation.
- Demonstrated ability to build and maintain productive relationships with government officials and public-sector partners, and to advocate effectively on behalf of the organization.
- Experience serving older adults, knowledge of Jewish community organizations and traditions, and proficiency in Russian, Hebrew or Yiddish are assets.

Working Arrangement and Application
The position is full-time in-person at the Centre in North York, with some evening/weekend commitments and travel within the GTA.

Vacancy status
This posting is for an existing vacancy.

Artificial intelligence
Artificial intelligence may be used to assist in screening or assessing applicants. Hiring decisions are made by the individuals responsible for the recruitment process.

Interested applicants should send a résumé and cover letter to recruitment@betelcentre.org by **November 18, 2026.** We thank all applicants, however only those selected for further consideration will be contacted.

The Bernard Betel Centre is committed to an inclusive, accessible recruitment process. Accommodation is available upon request throughout recruitment and selection, in accordance with applicable accessibility and human rights requirements. Please contact recruitment@betelcentre.org to enquire about accommodation.