

Executive Director

Inclusions East



Inclusions East, located in beautiful Prince Edward Island, is a dynamic and caring organization that provides essential services and supports to individuals with intellectual disabilities. As an employer, they offer a welcoming and inclusive work environment where every team member can make a real difference. Inclusions East values collaboration, innovation, and personal growth, providing employees with meaningful work, competitive benefits, and opportunities for development. If you're passionate about creating positive change and being part of a supportive team, Inclusions East is a great place to grow your career while making a lasting impact in the community.

Inclusions East is seeking a visionary and compassionate **Executive Director** to lead our organization in its next chapter.

The Opportunity

As the Executive Director (ED), you will report directly to and work with the Board of Directors to set and implement the organization's vision and strategic plan and guide Inclusions East in delivering vital services to individuals with intellectual disabilities. Key responsibilities include overseeing daily operations, managing programs, supporting staff development, and ensuring sound financial management. The role also involves acting as the organization's primary spokesperson, fostering community partnerships, and advocating for clients. The Executive Director will promote a positive, inclusive workplace culture. This position offers an opportunity to make meaningful contributions while driving organizational growth and success.

Who You Are

As an ideal candidate, you will be a collaborative and experienced leader with a proven track record in operational planning, program development, and strategic execution. You will excel at making sound decisions, solving problems, and aligning resources with organizational goals. Skilled in building strong relationships with government, funders, and community stakeholders, you also bring expertise in financial management, ensuring sustainability and transparency. Exceptional communication and interpersonal skills are essential, along with experience in public speaking and communications. Ideally you will have knowledge or experience working with individuals with disabilities and/or vulnerable populations.

Qualifications

- A Degree in Business Administration, Non-Profit Management, Public Administration, or an equivalent combination of education, training and work experience.
- Minimum of 3 to 5 years management or leadership experience in a non-profit, business or related field.
- Demonstrated effectiveness in fostering a healthy and productive workplace environment.

Inclusions East is committed to employment equity and diversity and encourages applications from all qualified candidates including women, people of any sexual orientation, gender identity, or gender expression; Indigenous peoples; visible minorities and racialized people; people with disabilities and all other equity deserving groups.

To apply for this unique leadership opportunity, please submit your application to recruitment@mcadvisory.com and **state Inclusions East and the title of the position in the subject line of your e-mail.**

Salary Range: \$80,000 - \$100,000 per year.

We thank all applicants for their interest, however only those under consideration for the role will be contacted.