

Alzheimer Society

GREY-BRUCE

JOB POSTING

Role: Executive Director
Location: Alzheimer Society of Grey Bruce – Owen Sound office, community
Work Location: In person
Status: Full Time (35 hours/week); Permanent
Benefits:

- Company pension
- Dental care
- Extended health care
- Employee assistance program

JOB DESCRIPTION

The Alzheimer Society of Grey-Bruce (ASGB) is a non-profit, charitable organization. The mission is to alleviate the personal and social consequences of Alzheimer's disease and other dementias and to promote research. ASGB is currently seeking an Executive Director to lead the organization.

JOB PURPOSE

This is a full-time role for an Executive Director (ED) at the Alzheimer Society of Grey-Bruce, located in Owen Sound, Ontario, with some work-from-home flexibility.

The ED will provide strategic leadership to the organization, ensuring alignment with its mission and objectives. The role is accountable for overall organizational performance and impact.

KEY RESPONSIBILITIES

The Executive Director is responsible for working in close collaboration with the Board of Directors, ensuring delivery of the strategic plan, successful completion of accreditation and providing leadership to staff and volunteers while providing various programs and services, and supervising the day-to-day administration of the Society.

The Executive Director is responsible for:

- Overseeing day-to-day operations, programs, and service delivery.
- Mentoring, managing, and leading a team of 20 staff members and more than 100 active volunteers.
- Providing Strategic Leadership and direction using the Alzheimer Societies in Ontario (ASiO) Strategic Planning framework to align local objectives meeting defined time horizons.
- Networking with other Societies and Working Groups to learn, share and strengthen operations and governance through interfacing with the Alzheimer Society of Ontario (ASO) plus all WEST Region leads.



ALZHEIMER SOCIETY OF GREY-BRUCE
753 2ND AVENUE EAST, OWEN SOUND, ON, N4K 2G9
TEL: (519) 376-7230 1-800-265-9013 FAX: (519) 376-2428
E-MAIL: info@alzheimergreybruce.com
WEBSITE: www.alzheimergreybruce.com
CHARITABLE REGISTRATION NUMBER: 11878 4982 RR0001

- Financial management, including budgeting, financial planning, and resource allocation as well as managing grants and funding formulas from various government entities.
- Leading fundraising and revenue development efforts.
- Building and maintaining community partnerships and stakeholder relationships.
- Working collaboratively with the Board of Directors to implement strategic plans.
- Representing the organization publicly to enhance reputation, visibility, and impact.
- Driving organizational performance, sustainability, and mission achievement.

QUALIFICATIONS

The successful candidate will demonstrate:

- Proficiency in Finance, including budgeting, financial planning, and resource allocation.
- A minimum of five (5) years related experience in a not-for-profit organization.
- Extensive experience in Operations Management and Business Planning.
- Strong background in Fund Development and Strategic Planning.
- Proven experience in a senior leadership or executive role.
- Direct experience working with a Board of Directors.
- Exceptional leadership, decision-making, and communication skills.
- Ability to develop and maintain strong community and stakeholder partnerships.
- Advocating for Health Equity and DEI to strengthen internal relationships, efficiency and productivity to better serve the diverse population affected by dementia.
- Strong negotiation, persuasion and influencing skills.
- Post-secondary degree in: Business Administration, Healthcare Management, or a related field
- Advanced education considered an asset.
- Familiarity with non-profit governance and funding models is considered an asset.

Please submit your resume and cover letter to: president@alzheimergreybruce.com

Email subject: Executive Director

Closing Date: February 23, 2026

We thank all applicants for their interest; however, only those shortlisted will be contacted. The Alzheimer Society is an equal opportunity employer, and we are dedicated to building a workforce that reflects the diversity of our communities in which we live and serve. We are also committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Commitment to Equitable Recruitment:

The Alzheimer Society welcomes those who have demonstrated a commitment to upholding the values of equity and social justice and we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, Black and persons of colour, persons with disabilities, people living with dementia, care partners and those who identify as 2SLGBTQ+.