



# Stella's Circle

Creating Community Together

## Director of Operations

### About Us

Award-winning. Inspiring. Values-driven. Entrepreneurial spirit. These are some of the words that describe Stella's Circle, a leading social justice organization that works with over 1,500 people each year to help transform lives through housing, mental health, and employment.

### The Position

The Director of Operations is a key member of the senior leadership team, working alongside the Lead Executive Officer and Directors to provide strategic leadership across the organization.

This role is responsible for the oversight and performance of core operational functions, including finance, property and development, information technology, and social enterprise. You will lead the systems, structures, and teams that support the organization to run effectively today while building for long-term sustainability.

This is a role for someone who can hold both strategy and execution, ensuring strong financial stewardship, effective operations, and continuous improvement across the organization.

### What You'll Do

#### Organizational & Strategic Leadership

- Contribute to organizational strategy and decision-making as part of the Directors' Group
- Lead the operational implementation of the strategic plan
- Ensure operational systems and practices align with the organization's mission, vision, and values
- Represent Stella's Circle in internal and external relationships and partnerships

#### Financial Leadership & Stewardship

- Provide strategic oversight of financial operations, including budgeting, reporting, compliance, and audit
- Lead the development of annual operating budgets and support funder submissions



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- Ensure strong financial monitoring, reporting, and internal controls to support decision-making
- Oversee compliance with statutory and regulatory requirements (e.g., CPP, EI, GST, T3010)
- Lead financial risk management, including identifying and monitoring risks and mitigation strategies
- Oversee capital assets, leases, and financial commitments

## **Operations & Enterprise Leadership**

- Provide oversight of operational infrastructure, including IT systems, property, and facilities
- Oversee and strengthen social enterprise operations, ensuring financial sustainability and alignment with organizational goals
- Drive continuous improvement across systems, processes, and technologies
- Advance revenue generation, business development, and opportunities for growth and partnerships

## **Leadership & Team Development**

- Provide leadership and support to a diverse team across finance, property and development, IT, and social enterprise
- Foster a culture of accountability, collaboration, and continuous improvement
- Support staff development through coaching, performance management, and succession planning

## **What You'll Bring**

- Bachelor's degree in Business Administration, Finance, Accounting, or a related field. Chartered Professional Accountant (CPA) designation required.
- Minimum 10 years of progressive experience in financial and operational management, including at least 5 years in a senior leadership role. Experience in the non-profit or charitable sector, including social enterprise or revenue-generating models, is considered an asset.
- Strong knowledge of Canadian Generally Accepted Accounting Principles (GAAP) and Accounting Standards for Not-for-Profit Organizations (ASNPO). Demonstrated expertise in financial management, governance, and compliance.
- Proven leadership, decision-making, and communication skills, with experience in policy development.
- Proficiency in Microsoft 365 and financial management systems, including Sage 300.
- Current Criminal Record Check with Vulnerable Sector Screening.



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- Reliability Status (federal clearance) with Public Services and Procurement Canada, or willingness to obtain.
- Valid driver's license and access to a reliable, insured vehicle.

## The Details

Our ideal candidate for this new position is someone who is engaging and forward thinking. Recognized as a leader in your particular area of expertise, you are self motivated and confident in bringing new concepts and ideas to our organization. You are action oriented and attentive to details.

While this is primarily an office-based role, you will be required to undertake occasional travel. Evening or weekend work may be required during peak operational periods and there will be times when you need to respond to inquiries and incidents outside normal business hours. There will be multiple time pressures and reporting deadlines, with occasional immediate requests for information.

The salary range for this position is \$91,930 - \$106,750. Stella's Circle offers health and dental, long-term disability, life insurance, matching RRSP plan, sick leave, personal leave, management leave, birthday leave and three weeks vacation. We offer 15 statutory holidays and summer hours.

## How to Apply

Please send cover letter and resume by May 1<sup>st</sup>, 2026 to:

Laura Winters, Lead Executive Officer  
Stella's Circle  
Email: [l.winters@stellascircle.ca](mailto:l.winters@stellascircle.ca)

## About Stella's Circle

Stella's Circle is a nationally celebrated charitable organization with a mission to champion growth and transformation through housing, mental health, and employment services. Our wrap-around programs are rooted in self-determination, recovery, and inclusion. Our vision is a home, a purpose, a community, and social justice for all. Learn more at [StellasCircle.ca](http://StellasCircle.ca).



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Stella's Circle is proud to be an equal opportunity employer that embraces diversity. We are committed to creating an inclusive environment for all individuals and ensuring full and equal participation for each individual in our community. We treat all people with respect and dignity, and recognize their rights, opinions, experience, knowledge, and competence. Stella's Circle encourages applications from people of colour, people of diverse sexual orientations and gender identities, Indigenous Peoples, those with physical and mental illness and/or challenges, and those who face any systemic barrier.

