

Executive Director - Brentwood Recovery Home

Logic Executive Search and Workplace Solutions is proud to partner with Brentwood Recovery Home (Brentwood) in the search for an **Executive Director** based in **Windsor, Ontario**.

“People Helping People Find Recovery”. As an integral part of the addictions and mental health continuum, Brentwood provides lifelong, compassionate and evidence-informed treatment to people whose primary goal is lifelong recovery from alcohol and drug misuse. Brentwood has served over 20,000 men and women from all over Canada and the United States throughout its 60-year history.

Based on the values of fellowship, accountability, teamwork, honesty, excellence and respect, Brentwood’s vision is to transform lives and communities through compassion, hope, recovery and service through spiritual based programs. Brentwood fosters an environment where staff, residents and alumni have the lifelong opportunity to continually enhance their self-confidence, self-worth and personal growth. Brentwood is continuously seeking to achieve excellence in the services they deliver to their residents and the community.

Reporting to the Board of Directors, the Executive Director is an influential leader who is responsible to provide overall management of programming, human resources, operations and administration of all elements of Brentwood’s Care Program. The Executive Director develops operational plans to support and implement the organization’s strategic direction, goals and objectives as determined by the Board of Directors. The Executive Director will understand and continue to promote the fundamental Brentwood spiritual disciplines that were established by Brentwood’s founders while we continue to ensure that we are integrating evidence informed care and creating an environment that is inclusive of all people seeking recovery.

The Executive Director will be responsible for:

- Strategic Planning, Change Management, Growth and Innovation
- People and Organizational Leadership
- Building Relationships, Advocacy, and Fund Development
- Financial Management, Administration, and Board Support

Responsibilities:

- Collaborating with the management team to recruit, hire, train, and supervise staff, ensuring a high-performing team that delivers effective day-to-day operations and service delivery to the community while fostering a culture of continuous learning and improvement.
- Coaching and mentoring staff to provide result-oriented guidance in conflict resolution and addressing unique client needs, empowering them to make informed decisions in a supportive environment.
- Ensuring the ongoing renewal of accreditation status with the Canadian Center for Accreditation and compliance with all relevant legislation and regulations, including health and safety standards, to maintain a safe and effective service environment.
- Aligning and implementing the performance management system with strategic priorities annually for all staff, overseeing service delivery outcomes, finances, and overall organizational operations, while ensuring accountability and excellence in service delivery.
- Strengthening Brentwood's care model and corporate practices through evidence-informed practices that enhance client recovery and improve Key Performance Indicators, leveraging continuous quality improvement principles to drive organizational enhancement.

- Preparing and submitting an annual Internal Operating Plan to the Board, which incorporates comprehensive financial and operational plans while ensuring budget compliance and financial performance monitoring.
- Liaising with the Ministry of Health, Ontario Health West, and other partners on programming and funding, while representing Brentwood in community planning to raise awareness of its programs and services.
- Developing and enhancing community partnerships and brand recognition strategies at local, provincial, and national levels to secure major sources of revenue and improve overall organizational visibility.
- Leading funding proposals for special projects, advocating for Brentwood's needs, and collaborating with the Director of Fund Development & Community Engagement to create innovative revenue generation strategies.
- Overseeing property management to ensure compliance with Occupational Health and Safety regulations, while providing necessary training for staff to maintain Brentwood's properties to acceptable standards.
- Serving as the Secretary of the Corporation and Board Secretary, providing support to the Board of Directors and its committees by timely communication of relevant concerns.
- Working collaboratively with community partners to cultivate relationships that improve outcomes for individuals with addictions and mental health issues.
- Overseeing all aspects of privacy within the organization, collaborating with the Privacy Specialist for day-to-day operations.

Qualifications and Experience:

- A Master's Degree is preferred or a Bachelor's Degree in a related discipline with a combination of related work experience will be considered an asset (Nursing, Social Work, Public Health).
- 5+ years of experience in a leadership role within the social services or health services sectors.
- Familiarity with accreditation processes and experience managing successful accreditation efforts, coupled with a strong understanding of addiction, mental health systems, and treatment modalities.
- Clinical experience would be considered an asset.
- A deep understanding of recovery and the impact of addiction on families, with the ability to foster a supportive environment for individuals, their families, staff, and alumni.
- Exceptional interpersonal and communication skills, with a demonstrated capacity to build trust and relationships with internal and external stakeholders.
- Strong negotiation skills and political acumen for establishing valuable connections and influencing outcomes within Ontario Health.
- Willingness to engage with staff at all levels to identify and address concerns, ensuring that there is growth and development across the organization.
- A focus on educating staff on contemporary practices in addiction services and fostering a more inclusive environment.
- A commitment to advancing the organization's mission and vision by effectively collaborating with government and stakeholders in the healthcare landscape.
- A dynamic leader who demonstrates strong empathy, integrity, and ethical principles, adept at addressing complex challenges and thriving in fast-paced, evolving situations.
- Strong business and financial skills for evolving and implementing strategic, growth-oriented initiatives, along with proven success in developing innovative funding strategies and increasing revenue.
- Demonstrated ability to formulate policies through the preparation of documents such as reports, papers, and briefs related to proposed services, policy direction, and guidelines.

This position offers a compensation and total rewards package including:

- Compensation range of \$130,000 – \$150,000
- Comprehensive Benefits Plan Starting on Day 1
- RRSP Matching Starting on Day 1
- Professional Development Allowance

For more information about Brentwood please visit <https://www.brentwoodrecovery.com/>

Brentwood is dedicated to creating a workplace that reflects the diversity of the communities we serve. We value diverse perspectives and experiences, and encourage individuals from all backgrounds to apply, including those who may not meet every requirement listed.

Please forward a copy of your resume and cover letter in confidence to Emily Shani, Logic Executive Search and Workplace Solutions at emily@logicexecutivesearch.com. Applications are being accepted until **March 12, 2025**.

To speak with one of our Executive Recruiters, please contact us at 1-877-227-9548. We thank all those who apply for this role, however, only those selected for an interview will be contacted.

Logic Executive Search and Workplace Solutions is committed to providing accessible employment practices that follow the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Should you require accommodation during any phase of the recruitment process, please let our recruitment team know.