

The City of Windsor, Ontario is the country's most southerly city and gateway to Canada through North America's busiest international border crossing. We offer a superior quality of life with attractive affordability, a spectacular waterfront overlooking our Michigan neighbours, glorious gardens, bike and walking trails, a myriad of festivals and events, enticing attractions, and easily accessible major metropolitan areas. We are a welcoming community boasting of excellent educational institutions, an enviable climate, and a diverse and rapidly expanding economy.

### Inspire our Future.

As the ideal candidate and our new **Executive Director, Equity Diversity, Inclusion and Accessibility** you are an inspiring, principled, and collaborative executive leader with a track record of accomplishments and commitment to championing best practices related to diversity, equity, inclusion, and accessibility initiatives.

Driven by excellence, the Executive Director will have a strong desire to make a positive and lasting impact on Windsor for its staff and citizens. Thoughtful, agile, and collaborative, they will demonstrate excellent interpersonal skills and the ability to inspire, motivate and coach staff to achieve results, and will exhibit courtesy, tact, and diplomacy and respect confidentiality in all circumstances. Outstanding leadership skills including strategic thinking, exceptional communication skills both written and verbal, project/time management expertise, and superior political acuity are required.

Reporting to the Commissioner, Corporate Services, the Executive Director will be responsible to strategize and operationalize Windsor's diversity, equity, inclusion, and accessibility initiatives. This includes identifying obstacles, and creating and/or recommending changes to existing policies, procedures, and programs to support our staff and stakeholders.

The Executive Director will lead an evolving Equity, Diversity, Inclusion and Accessibility team, supervising staff, and securing necessary resources. The Executive Director and team will pursue, develop, implement, and report on city wide EDI initiatives and programs. Priority attention will be given to communication and engagement, strategic vision development, team building and leadership, program development and delivery, training/education, and regulatory compliance.

In addition, you will be responsible for conducting research and staying abreast of relevant laws, regulations, and industry standards; providing advice regarding the key responsibilities of the portfolio; ensuring that best practices are considered, programs are embraced across the enterprise and performance indicators are established to measure success.

### Key Qualifications:

- **EDI Practices and Frameworks:** Strong understanding of equity, accessibility, intersectionality, anti-racism, decolonization, inclusion, and anti-oppression frameworks and their application in an organizational context.
- **Program Development and Delivery:** Experience in program development and managing diversity, equity, inclusion, and accessibility initiatives; flexibility in adapting to change and participation in consultative decision-making processes.
- **Lived Experience:** Lived experience through personal understanding of the realities and concerns of priority communities and groups, such as Indigenous, African, Caribbean, and Black, racialized, persons with disabilities, and/or member of the 2SLGBTQ+ or other under-represented communities are a strong asset.
- **Critical Thinking and Political Acuity:** Problem-solving, conflict resolution and negotiation skills as well as excellent judgment, empathy, and ability to maintain confidentiality; ability to act, influence, and lead with diplomacy and sensitivity to cultural diversity.

- **People Leadership:** Demonstrated ability to lead, motivate and influence staff and external contacts.
- **Financial Management:** General knowledge of principles of accounting, budgets, forecasting, short- and long-range planning.
- **Legislation:** Knowledge of and ability to interpret, analyze and apply legislation related to workplaces, equity, inclusion, human rights, occupational health, and safety; knowledge of the UN Declaration on the Rights of Indigenous Peoples and TRC Calls to Action; Knowledge of municipal affairs, principles, and governing legislation is an asset.
- **Interpersonal and Communications:** Excellent oral, written, visual communication and presentation skills as well as the ability to maintain effective relations with corporate leadership, staff at all levels, unions, Advisory Committees, outside boards and commissions, other service areas, and City Council.
- **Education and Experience:** Must have a Master's Degree in Law, Public Administration, Social Sciences, Development Studies, Social Work, Education, or other related discipline and a minimum of four (4) years of progressively responsible experience, including two (2) years in a senior management role; **OR**, a University degree or Ontario Ministry of Education equivalency and a minimum of six (6) years of progressively responsible experience, including four (4) years in a senior management role; **OR**, a post-secondary school community college diploma or Ontario Ministry of Education equivalency and a minimum of ten (10) years progressively responsible experience, including six (6) years in a senior management role.

#### **Benefits of working for the City of Windsor include:**

- **Location** – convenient and centrally located downtown office in Windsor, Ontario.
- **Virtual work policy opportunities** - The Corporation offers hybrid work opportunities reflective of the demands of the position and corporate policy.
- **Employee Development** – leadership training opportunities to further enhance your skills.
- **Low cost of housing** – Windsor provides opportunities for a robust and affordable lifestyle. The choices range from a more developed urban centre to rural properties, to waterfront living. Housing options are significantly more affordable than regions in and around the Greater Toronto Area.
- **Healthcare** – Multiple exceptional hospitals are in our community with a state-of-the-art acute care hospital planned to open in 2031.
- **Compensation and Benefits** – the salary is \$139,437.57 to \$169,487.58 plus employer paid benefits, a vacation package and a defined benefits pension plan through [www.omers.ca](http://www.omers.ca).

#### **How to Apply**

To explore this opportunity, please apply via email with a covering letter and resume by July 5<sup>th</sup> to [careers@waterhousesearch.net](mailto:careers@waterhousesearch.net) quoting project **WIN-EDI**. Should you wish to speak to our Executive Recruiter or to receive an information package include a detailed job description and specific hiring requirements please contact Jon Stungevicius at 416-214-9299 x1, [jon@waterhousesearch.net](mailto:jon@waterhousesearch.net).

*All applications will be held in strict confidence. We thank all applicants, however, only those selected for an interview will be contacted. The City of Windsor and Waterhouse Executive Search hire based on merit and are committed to employment equity and an inclusive, barrier-free selection process. We support a diverse and inclusive professional work environment, and welcome applications from all qualified candidates, specifically those from under-represented communities. We thank all applicants for their interest and wish to advise that only those candidates selected for an interview will be contacted.*