



Executive Director – Job Posting

Organization: Tamil Community Centre (TCC)
Position: Executive Director
Location: Scarborough, Toronto, Ontario (On-Site)
Reports to: Board of Directors
Employment Type: Full-time (37.5 hours/week)

About the Tamil Community Centre

The Tamil Community Centre (TCC) is a registered Canadian charity leading the development of a landmark, multi-purpose community facility at 311 Staines Road in northeast Scarborough. The Centre is envisioned as a dynamic, inclusive hub that will deliver cultural, educational, recreational, and social programming, thoughtfully designed to meet the evolving needs of the Tamil community and the broader Scarborough population.

TCC is in a pivotal capital campaign and pre-construction phase, requiring the coordinated advancement of major fundraising initiatives, the stewardship of complex stakeholder relationships, and the execution of long-term institutional and governance planning.

Position Summary

Reporting to the Board of Directors, the **Executive Director (ED)** provides overall leadership, strategic direction, and executive management for the Tamil Community Centre. The ED works at the intersection of community leadership, philanthropy, and organizational strategy, building deep, trust-based relationships with donors, partners, and community members while guiding TCC through a transformational capital campaign phase.

The ED is accountable for advancing TCC's mission, stewarding its brand and relationships, and ensuring the organization's financial, operational, and institutional sustainability. This role integrates high-level strategic leadership with hands-on oversight of operations, governance, fundraising, volunteer management, and external relations during a critical growth phase.

Key Responsibilities

1. Strategic Leadership & Organizational Vision

- Lead TCC's multi-year strategic plan development and implementation in collaboration with the Board.
- Translate strategic priorities into annual work plans, KPIs, and reporting frameworks.
- Advise the Board on emerging risks, opportunities, and sector trends.
- Foster a culture of integrity, equity, inclusion, and community-centred decision-making.

- Champion innovation in programming, partnerships, and fundraising for long-term sustainability.

2. External Relations, Partnerships & Community Engagement

- Serve as TCC's primary public face with donors, government bodies, community leaders, and media.
- Build strategic partnerships with organizations, foundations, and institutions that advance TCC's mission.
- Lead government and institutional relations, including advocacy for policy and funding opportunities.
- Act as a trusted philanthropic advisor, guiding donors in shaping their long-term charitable vision.
- Lead outreach to community builders, member organizations, and the public to support events and fundraising.

3. Revenue Development, Capital Campaign & Financial Sustainability

- Lead TCC's overall revenue strategy — capital campaign, major gifts, legacy giving, grants, and sponsorships.
- Design and implement structured fundraising strategies and donor journeys with the Fundraising Committee.
- Manage a pipeline of major gift and legacy opportunities, tracking progress toward multi-year targets.
- Oversee multi-year financial projections, budgets, and cash flow planning.
- Steward key donor and funder relationships, ensuring high-quality recognition and accountability.

4. Organizational Operations, Governance & Compliance

- Oversee day-to-day operations, ensuring effective systems, workflows, and internal controls.
- Develop and improve administrative policies, governance procedures, and compliance frameworks.
- Maintain centralized records for agreements, commitments, contracts, minutes, and compliance documentation.
- Serve as the primary liaison to the Board and all Standing Committees; support AGM and governance transitions.
- Ensure compliance with CRA regulations, Ontario nonprofit legislation, and all relevant legal standards.

5. Program, Impact, Growth & Team Leadership

- Oversee TCC's emerging programs and community engagement initiatives as they are developed.
- Implement KPIs and evaluation frameworks to track organizational performance and community impact.
- Lead volunteer engagement, policies, and cross-committee coordination.

- Plan for future staffing structures, HR policies, and team development as TCC grows.

6. Marketing, Communications & Brand Stewardship

- Provide strategic oversight of TCC's brand, communications, and marketing presence.
- Oversee digital channels, campaign materials, and media relations, working with agencies as needed.
- Protect and enhance TCC's reputation through proactive communications and issues management.

Qualifications

Required

- Minimum 7–10 years of progressive leadership experience in the nonprofit, public, or community sector, including senior responsibility for operations, fundraising, or programs.
- Bilingualism in English and Tamil is required.
- Demonstrated experience in strategic planning and organizational leadership, ideally in a growth or capital project context.
- Proven track record managing external stakeholders, including donors, sponsors, community partners, and government bodies.
- Proven ability to secure significant philanthropic commitments, including major gifts, legacy gifts, and/or multi-year investments.
- Demonstrated experience working with high-capacity donors and community stakeholders, including navigating complex, long-term relationships.
- Experience working directly with a Board of Directors, including governance processes, strategic discussions, and reporting.
- Strong financial oversight experience: budgeting, financial reporting, cash flow monitoring, and working with finance professionals/committees.
- Demonstrated ability to build and lead teams (volunteers and/or staff) in a growth-oriented, entrepreneurial environment.
- Excellent public speaking, facilitation, and relationship management skills with a wide range of stakeholders and cultures.
- Knowledge of and/or lived experience within the Tamil community and the broader Scarborough context.

Assets

- Experience with capital campaigns or major community infrastructure projects.
- Proficiency with donor CRM systems, Google Workspace, and project management tools.
- Familiarity with CRA charity regulations and Ontario nonprofit compliance requirements.

Skills & Personal Attributes

- Builds deep trust and credibility with high-capacity donors, community stakeholders, and philanthropic families — acting as a thoughtful and reliable partner in their charitable journey.
- Translates philanthropic intent into clear, actionable strategies and long-term commitments that align with donor values and community impact.
- Exercises sound judgment, discretion, and professionalism in complex and sensitive situations, including navigating nuanced donor and community dynamics.
- Navigates ambiguity effectively and moves conversations toward decisions, commitments, and next steps.
- Demonstrates high emotional intelligence and the ability to engage diverse individuals and communities with empathy and confidence.
- Highly organized with strong portfolio management skills, able to balance multiple priorities and follow through on commitments.
- Demonstrates curiosity and a commitment to continuous learning in philanthropy, community impact, and organizational development.

Compensation & Work Environment

- **Employment Type:** Full-time (37.5 hours/week)
- **Compensation:** \$95,000 – \$120,000 CAD annually, commensurate with experience, plus benefits.
- **Work Arrangement:** This is a mandatory on-site role based in Scarborough, Toronto. The Executive Director is expected to be present at TCC's offices and community spaces on a full-time basis.
- **Work Schedule:** This role requires regular availability on Saturday mornings to attend and participate in Tamil Community Centre meetings, in addition to weekday responsibilities.

How to Apply

Please submit your resume and a cover letter outlining your interest in and fit for the role of Executive Director, Tamil Community Centre, to hr@tamilcentre.ca with the subject line: **"Executive Director – Tamil Community Centre"** by **May 15, 2026**.

TCC is committed to equity, diversity, and inclusion. We strongly encourage applications from members of the Tamil community, racialized communities, newcomers, 2SLGBTQIA+ communities, people with disabilities, and others who reflect the diversity of Toronto and Scarborough.