



## **JOB POSTING – Chief Executive Officer**

The United Way Peterborough & District, (UWP) strives to build strong communities where everyone has the opportunity to reach their full potential. We believe inclusivity, integrity, innovation and partnership enhance collective action.

We seek a Chief Executive Officer to lead UWP through our next stage of growth and development, while applying a lens of Reconciliation, accessibility, equity, diversity and inclusion with the goal of continuous improvement – to our organization, our partners and community.

We welcome and encourage applications from candidates of all backgrounds and identities.

### **Position Summary:**

The CEO must engage the UWP's diverse communities to drive organizational decision-making and impact. As such, we invite candidates with non-profit leadership, fundraising and capacity-building experience. A demonstrated ability to establish and maintain effective relationships in the public, private and voluntary sectors is key, including with corporate executives, donors and funders, constituency representatives, community organizations and groups, staff and volunteers, and other United Way leaders.

### **Key Responsibilities:**

- **Strategic Leadership:** Develop and implement organizational vision, mission, and strategic plans.
- **Organizational Operations and Administration:** Oversee daily operations and budgets to ensure accountability and efficiency.
- **Public Relations and Community Engagement:** Develop and implement communications strategies, establish, build and maintain relationships and networks that can address current and emerging community issues.
- **Impact Model and Fund Distribution:** Oversee a rigorous process to distribute funds, support and evaluate impact mechanisms, and meet community needs.
- **Funded Agency Relations:** Maintain effective relationships with funded agencies, oversee application processes, collaborate with community organizations and bring equity-priority groups into funding cycles.
- **Campaign and Fund Development:** Develop and implement strategies to ensure the success of annual fundraising campaigns, planned giving, gifts-in-kind and workplace campaigns.
- **Human Resources Management:** Maintain a positive, healthy and safe work environment in accordance with all relevant legislation, best practices in hiring and performance management, and the values of our organization.
- **Risk Management:** Work with the Board of Directors to identify, evaluate and mitigate risks to the organization's people, property, finances, goodwill and image.

The ideal candidate will be strategic, creative, innovative, highly organized and possess the following:

- Job-related work experience and education;
- Proven management and administration skills;
- Fundraising experience;
- Experience in financial management and oversight;
- Commitment to advancing Reconciliation, equity, accessibility, diversity and inclusion;
- Exceptional communication skills; and
- Demonstrated leadership in the non-profit, human or social service sector providing programs and services to vulnerable populations; and
- Direct experience managing paid employees and volunteers.

***All candidates invited for first interviews will receive the full job description.***

**Starting annual salary:** \$100,000 - \$120,000

**Position start date:** Late Spring/early Summer 2026

**How to apply:** Send resume/CV and covering letter in PDF format to:

Karen Wilson, Board Chair  
[ceohiring@uwpeterborough.ca](mailto:ceohiring@uwpeterborough.ca)

**Deadline for applications:** February 16, 2026