



Executive Director Opportunity

North Edmonton Seniors Association

Our Mission

Supporting the mental, physical, social and emotional well-being of adults 55+ by encouraging and enabling them to participate in NESAs programs and activities.

About Us

The North Edmonton Seniors Association (NESAs) is an independent, non-profit society providing recreational, social, educational, and wellness programs to seniors. It is the largest senior's organization in Edmonton, located in the Northgate Lions Recreation Centre, and delivers the city's most comprehensive selection of older adult social and recreational programs.

The Opportunity

The Executive Director (ED) is responsible for the overall leadership, strategic execution, and operational management of the North Edmonton Seniors' Association (NESAs). Working in partnership with the Board of Directors, the ED ensures the organization fulfills its mission, operates sustainably, and delivers high-quality programs and services to the seniors community. The ED provides leadership to staff and volunteers, manages financial and human resources, ensures regulatory compliance, and represents NESAs within the broader community.

Key Responsibilities

- Provide leadership and implement the strategic direction established by the Board.
- Manage day-to-day operations, including programs, finances, and human resources.
- Lead and support staff while fostering a positive and collaborative workplace.
- Develop and manage the annual budget and ensure sound financial practices.
- Build relationships with community partners, stakeholders, and funders.
- Support grant writing, fundraising initiatives, and financial sustainability.
- Represent NESAs within the community and senior-serving sector.



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Qualifications

- Minimum 5 years of leadership experience, ideally in the nonprofit or community sector.
- Experience managing staff, budgets, and organizational operations.
- Experience working with, or reporting to, a Board of Directors.
- Strong leadership, communication, and relationship-building skills.
- Post-secondary education in a related field preferred.

What we offer

- Salary is commensurate with experience,
- Full Health Care Benefits
- RRSP matching,
- Paid vacation.

How to Apply

If this sounds like you, please **submit your cover letter and resume to MacshRConsulting@outlook.com by May 8th 2026**

We look forward to hearing from you!