



## **CURRENTLY RECRUITING: TWO BOARD MEMBERS (2026 – 2028 TERM)**

**Anticipated start dates:** April 2026 and July 2026

### **Positions Available**

2 Board member positions (1 with expertise in Marketing, Fundraising, and/or Communications)

### **OVERVIEW**

Times Change Women's Employment Service is seeking passionate and dedicated women to join our volunteer Board of Directors. We are a respected women--centered non-profit organization providing employment services in Toronto and operating under a policy governance model. Our services include job readiness training, job search and interview support, employment counselling, and more.

We encourage diverse candidates to apply, so our Board reflects the community we serve. We welcome and value personal experience related to our mission, including experience as a past client of Times Change. Board members commit to a minimum two-year volunteer term and take responsibility for governing the organization, overseeing strategic development, and providing fiscal and operational oversight. -year volunteer term and take responsibility for governing the organization, overseeing strategic development, and providing fiscal and operational oversight.

### **We are particularly interested in board candidates who can:**

- Advance a communications and marketing mindset for the organization, including (but not only) through supporting the development and execution of fundraising strategy, and/or
- Advise on human resources policies and best practices in a partially unionized environment

### **BOARD MEMBER ROLE AND RESPONSIBILITIES**

As a Board Member, you will play a critical role in shaping the organization's strategic direction. Responsibilities include:

- Acting as an ambassador for Times Change's work and mission
- Helping guide the organization's strategic direction, including managing risk
- Attending monthly evening board meetings and participating in ongoing committee work (typically 8–12 hours per month)
- Developing policies that enable the Board to make responsible fiscal decisions
- Committing to a renewable two-year term-year term

- Actively supporting fundraising activities, including leveraging networks to advance Times Change's mission

## QUALIFICATIONS

We are seeking diverse candidates, especially those with experience in communications, marketing, fundraising, and/or human resources. We recognize that no single applicant will have all the qualifications listed below, and we encourage you to apply if you are passionate about our mission and bring some of the following:

- Experience in fund development, philanthropy, grant writing, donor stewardship, or foundation relations
- Experience in human resources, including managing union negotiations and setting policy
- A network or strong understanding of the charitable or corporate funding landscape in Canada
- A positive and collaborative approach to problem-solving
- Comfort in a digital environment (e.g., online meetings, digital information sharing)
- Strong interpersonal and/or networking skills
- Experience in the not-for-profit sector for Experience with or in employment services
- Experience in organizational strategy and governance
- Experience providing strategic counsel and leadership
- Knowledge of, or personal experience with, the systemic barriers women face in the workforce; former clients are encouraged to apply

## HOW TO APPLY

Please send your resume and a brief cover letter outlining your interest to the Nominations Committee at [women@timeschange.org](mailto:women@timeschange.org); use the **subject line: Board Member Application**. The application deadline is Monday February 23.

*As a women-centred organization providing frontline services, **we are seeking Board Members who identify as women**. This requirement is permitted under Section 14 of the Ontario Human Rights Code (Special Programs), which allows organizations to create programs and governance structures that serve and advance the interests of women.*