

SUOMI-KOTI EXECUTIVE DIRECTOR JOB DESCRIPTION

About Suomi-Koti

The Toronto Finnish-Canadian Seniors Centre, in existence since 1987, is a non-profit centre providing housing for seniors with Finnish or Estonian heritage. On the main floor residents have access to a medical centre, dental office and pharmacy. Our 2nd to 6th floors have 88 self-contained residents' suites, available through life-lease or rental options. Support services, such as hot meals, personal support workers and home care, as well as a hair stylist are available when needed. The 7th floor is a 34-bed Long-Term Care facility with 24-hour nursing care.

The lower levels of the centre house a library, meeting room, sauna and pool as well as a full kitchen and beautiful main hall where residents are encouraged to come for games, concerts, lectures, church services and cultural events.

The on-site Seniors Active Living Centre provides recreational programmes for both residents and the local community. The Centre also has 6 commercial units which provide additional income streams.

Suomi-Koti means simply "Finnish Home", but these two words carry deep meaning - a sense of warmth, tradition, and familiarity - all of which are reflected in the design, atmosphere, and lifestyle here at the Suomi-Koti residences and long-term care home.

Suomi-Koti was founded in 1982 to provide low-cost housing accommodations exclusively for our senior population. Since its founding it has been a charitable organization, owned and operated by the members of Suomi-Koti Incorporated to provide quality culturally-appropriate and affordable accommodation for older adults with a connection to Finland.

Toronto is a multicultural city, and Suomi-Koti is one of those rare places where a diaspora culture is actively preserved through architecture, programming, language and tradition. Suomi-Koti is nestled in the heart of Toronto's beautiful Leaside neighbourhood, surrounded by tree-lined residential streets, shops and essential services.

Mission

Suomi-Koti, Toronto is a non-profit Seniors' Centre dedicated to provide excellence in compassionate multi-level care and services, housing and activities for the Finnish community.

The Opportunity

Reporting to the Board of Directors, the Executive Director is responsible for the overall leadership, management, and administration of Suomi-Koti. The successful candidate will ensure excellence in resident care and staff well-being while fostering strong community and stakeholder relationships. Suomi-Koti will celebrate its 40th anniversary in 2027. With this crucial milestone in mind, the Executive Director will have a pivotal leadership role, requiring a balance of strong relationship-building

skills, strategic thinking, operational excellence and compassionate leadership to take Suomi-Koti into the next decades.

If you are interested and ready to make a lasting impact on Toronto's Finnish seniors, we invite you to explore this opportunity.

Key Responsibilities

The Executive Director reports directly to the Board of Directors and is responsible for the following areas:

- Provide overall leadership and oversight of the Centre's operations.
- Work with staff to ensure effective administration and delivery of all programmes and services.
- Lead all aspects of human resource management, including recruitment, retention, performance, and staff development.
- Foster a positive workplace culture grounded in teamwork, respect, and continuous improvement.
- Oversee financial operations, including budgeting, reporting, and ensuring long-term sustainability.
- Ensure the care, safety, and well-being of residents, families, and staff in compliance with legislation and best practices.
- Partner with the Board to develop and implement strategic priorities and policies.
- Build and maintain strong relationships with residents, families, staff, volunteers, community partners, regulators and funders.
- Represent Suomi-Koti publicly, advocating for seniors' needs and advancing the mission of the organization, upholding and respecting Finnish culture and tradition.
- Ensure compliance with all legal, accreditation, and regulatory requirements.
- Participate actively in all fundraising and public relations/communications/marketing and community engagement initiatives to strengthen resources.

Qualifications and Competencies

- Long term Care Administrator (LTCA) certificate (required).
- Bachelor's degree in business, health or social sciences (preferred).
- Master's degree in healthcare (preferred).
- Professional designation in health or social sciences (will be considered).
- 5-10 years experience in LTC or a community-based organization with management of inter-professional teams (preferred).
- Conversational Finnish or Estonian (preferred).
- Proven senior leadership experience in healthcare, long-term care, seniors services, or non-profit management.
- Strong financial management skills, with experience in budgeting and resource allocation.
- Demonstrated ability and success in leading, developing and motivating diverse teams.
- Knowledge of relevant legislation, health and safety standards, and best practices in seniors' care.
- Excellent interpersonal and communication skills, with the ability to engage effectively and openly (and with confidentiality, discretion and tact) with staff, residents, families, the Board, and external stakeholders.

- Ability to create and maintain an environment which is inclusive and mutually respectful.
- Strategic thinker with the ability to effectively develop and execute plans and adapt to change.
- Experience reporting to and/or working closely with a Board of Directors.
- Fundraising, grant application writing, and community engagement experience is an asset.
- Commitment to equity, inclusion, dignity and respect in seniors' care.

Salary Range

\$120,000 - \$170,000 commensurate with experience.

Eligibility for merit pay and comprehensive benefits.

How to Apply

Qualified candidates are invited to submit their resumé, cover letter and salary expectations by September 30, 2025. We thank all candidates for their interest and advise that only those selected for an interview will be contacted.

**APPLICATION FORM FOR POSITION OF EXECUTIVE DIRECTOR
SUOMI-KOTI, TORONTO**

Name: _____

Mailing Address: _____

E-Mail: _____

Telephone Number: _____

Post-Secondary Degrees/Designations:

Do you have a LTC Administrator Certificate? _____

How many years experience do you have in LTC, Seniors' care or a community-based organization? _____

Please list the organizations for which you worked, including your title:

Do you have a working knowledge of Finnish or Estonian? _____

Please call 416-425-4134 with any questions.

Please e-mail the above completed questionnaire along with your cover letter and resumé, by September 30, 2025 to:

HR@suomikoti.ca

Thank you for your interest. You will be contacted if you are selected for an interview.