



Director of Operations

April, 2026

Downtown Windsor Community Collaborative | Windsor, Ontario | Full-Time

A long-term leadership opportunity with a pathway to Executive Director

About DWCC & This Opportunity

Downtown Windsor Community Collaborative exists to make downtown Windsor a place where everyone belongs — a good place to grow up and a good place to grow old. We build programs and connections that strengthen community at every stage of life.

Director of Operations manages DWCC's Team and resources in its day to day interactions with neighbours, supporters and agencies that partner with DWCC in realizing the vision and mission.

This is more than an operations role. We are looking for a long-term partner in our mission — someone who wants to grow with DWCC and is ready to take on increasing responsibility, with a clear pathway toward the Executive Director position.

Key Responsibilities

- Strategic Leadership & Mission Advancement
- Operational Management
- Program Development & Oversight
- Financial Management & Stewardship
- Governance & Board Relations
- Community Engagement & Relationship Management

Qualifications

- Experience & Background
- Skills & Competencies
- Preferred Qualifications
- Education (Asset)

Personal Attributes

The ideal candidate is mission-driven, empathetic, and accountable — someone who leads with integrity, stays calm under pressure, and genuinely cares about people and community. They bring collaborative energy, a continuous learning mindset, and the resilience to adapt as needs evolve.

How to Apply

Please submit your resume, cover letter, and three professional references to:

kristen@dwcc.ca

In your cover letter, tell us about your connection to our vision and what you would bring to this long-term leadership role.

DWCC is an equal opportunity employer committed to a diverse and inclusive team that reflects the community we serve.

Downtown Windsor Community Collaborative | dwcc.ca