



Canadian Hard of Hearing Association Association des malentendants canadiens

Job Posting

Title: National Executive Director

Date: October 16, 2020

Location: Ottawa, ON

Start Date: TBD

Position Status: 0.5 FTE (18.5 hours per week) 1-year contract (with the option to extend contingent on funding)

Salary: \$45,000 commensurate with the skills, education and experience

Reports to: President & Chair, Board of Directors

ABOUT THE OPPORTUNITY

Position Summary:

The National Executive Director will be responsible for implementing the organization's 2020-2023 Strategic Plan. Reporting to the President and Chair of the Board of Directors, the individual should be a master at relationship building, government relations, grant writing, and have strong knowledge of government project funding and fiscal management. Experience with hearing loss is desirable and/or experience in the disability community. The successful candidate will be a champion of accessibility issues in Canada.

Essential Duties and Responsibilities:

Board of Directors

- Work closely with the Board in the development, implementation and modification of the organization's strategic plan;
- Provide effective support and ensure the flow of accurate and timely information to and from the Board and its committees;
- Support the Board in fiduciary responsibilities and financial activities, present and monitor the annual operating budget;
- Collaborate and provide support to the Board and committees as an active member and resource; provide guidance and advice related to governance, policies, risk management and decision making;
- Organize and participate in meetings of the Board;
- Support the Board in building a Board development plan; and
- Ensure effective and timely communications between staff and the Board.

Operations

- Align, monitor and adjust the Operational Plan to support the achievement of objectives established in the organization's strategic plan;
- Oversee the work of program staff to execute the organization's Operational Plan;
- Oversee the ongoing implementation of effective financial and administrative systems; ensure the most effective utilization of financial resources within budgets;
- Develop the annual budget with staff for approval by the Board;
- Develop and execute fundraising programs, actively pursue funding opportunities with government, service clubs, corporations and individuals; and
- Monitor various project funding to ensure they are meeting the goals in accordance with funding requirements and prepare funding reports for various funders.

Human Resources

- Develop an effective organizational structure that reflects strategic and operational needs to fully accomplish the objectives of the organizations Strategic Plan;
- Build a positive and inclusive workplace culture that supports and engages all employees;
- Ensure that program activities are consistent and in alignment with the organization's mission and strategic plan; and
- Ensure annual performance evaluations are completed, ensure appropriate mentoring, training and development of staff.

External Relations

- Cultivate key internal and external relationships with partners, the disability community, governments and others to advance the vision, mission and goals of the organization;
- Develop and encourage strategies for volunteer, network and member recruitment;
- Act as a liaison on the various committees that CHHA participates in nationally; and
- Develop a positive relationship with government, funders, CHHA national networks, members, donors and other stakeholders.

ABOUT YOU, THE CANDIDATE

Education and Experience:

Post-Secondary Degree or Diploma in communications, public relations or a related field, and a minimum 10 years of related practical work experience.

-Or-

An equivalent combination of education and experience may be considered.

Qualifications:

- Excellent written, communication and interpersonal skills.
- Strong knowledge in government relations, project funding, fundraising landscape for not-for-profits, and be a champion for accessibility.
- Excellent grant writing skills with proven success.
- Comfortable working in a close-knit team environment.
- Demonstrated ability to implement tactics to help maintain and strengthen organizational awareness and messaging.
- Demonstrated ability to develop and deliver strategic, government relations, communications strategies and plans.
- Understanding of media relations and public relations practices.
- Knowledge of hearing loss issues, support groups, and working with a national organization with networks across Canada.
- Highly organized, able to meet deadlines, and manage multiple priorities.
- High proficiency with MS-Office Suite (Outlook, Excel, PowerPoint, Word), experience with Membee Membership Database, and other electronic platforms.

ABOUT THE CANADIAN HARD OF HEARING ASSOCIATION

The Canadian Hard of Hearing Association (CHHA) is the leading consumer advocacy organization representing the needs of the nearly 4-million Canadians living with hearing loss. With a network from coast-to-coast-to-coast, CHHA works cooperatively with professionals, service providers, governments, and others to provide life enhancing information, support, and advocacy.

Established in 1982, CHHA has a global reputation in developing and delivering a wide range of initiatives that have challenged the status quo when working with people with hearing loss. We are sought after to provide comments and feedback on various policy initiatives, identify best practices, develop, and test technology, programs and services. Our initiatives have advanced the quality of life for people living with hearing loss.

Work Environment:

Most direction and support to leaders is provided via electronic platforms. Many meetings require communication strategies, communication access support to effectively connect with those with hearing loss.

Hours of work:

The CHHA National office hours of work are from 9:00 am to 5:00 pm, Monday to Friday. The successful candidate would be expected to schedule their day during those hours though some flexibility is available. Incumbents may be asked to work overtime from time to time.

CLOSING DATE: October 26, 2020

Email Resume To: search@chha.ca

Subject Line: Competition #2020-NED

Please email your resume as either a PDF or MS Word attachment. Remember to put the competition number in the subject line.

Thank you for your application.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), CHHA will provide accommodation, accessible formats and communication supports for the interview upon request.