

## **Job Posting**

### **Alzheimer Society of Ontario**

**The Alzheimer Society's** vision is a world without Alzheimer's disease and other dementias. Our mission is to alleviate the personal and social consequences of Alzheimer's disease and related dementias and to promote research.

#### **OUR VALUES**

**Collaboration Accountability Respect Excellence**

The Alzheimer Society is an equal opportunity employer, and we are dedicated to building a workforce that reflects the diversity of our communities in which we live and serve. We are also committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

#### **Executive Director (18 – Month Contract)**

**Reports to:** Chief Executive Officer, Alzheimer Society Ontario (CEO, ASO)

**Supervises:** First Link Care Navigator

**Location:** Ottawa

#### **Job Summary**

Reporting to the CEO, ASO the Executive Director is accountable for leading the Ottawa and Renfrew County area to fulfill its mission to assist people living with Alzheimer's disease and other dementias, along with their caregivers and family members as well as others delivering health services. Key responsibilities will include increasing the outreach of our organization to community stakeholders to build awareness, raise funds and develop strong relationships between AS and our community partners, including high net worth individuals interested in supporting the Alzheimer Society.

#### **Essential Duties and Responsibilities:**

##### **Organizational Leadership**

- Lead the organization and its operations, in alignment with strategic goals set in collaboration with the ASO CEO and develop programs and services in our community. Included is the development of policy relevant to operations and compliant with legislation
- Drive change through evidence-based evaluation
- Seek opportunities to innovate in all areas of operations to achieve maximum benefit
- In partnership with the ASO CEO, provide leadership that enhances the AS brand experience for all stakeholders, ensuring alignment of promotion, engagement, and service delivery

##### **Revenue Generation**

- Fundraising initiatives to raise dollars for programs and services, awareness, and research programs
- Identify, initiate, and develop revenue generating opportunities within the portfolio (LHIN, OHT, partnership, fee for service or social enterprise) to maximize and sustain mission impact

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- Drive revenue growth through philanthropy and community engagement programs and campaigns
- Development of robust corporate partnerships to maximize impact
- Implement enhancements in the area of community events to drive greater revenue

### **Stakeholder Relationships & Partnership Development**

- Community Relations: Represent the organization with external stakeholders and build a thriving community of volunteers, supporters, and donors through well-executed events and strategic fund development efforts including grant writing and proposals targeted at generating research funds
- Identify, initiate, and manage collaborative efforts among federation partners to drive philanthropic giving
- Champion the introduction of special projects and innovative ideas, seeking ways to collaborate with broader community stakeholders including the government and healthcare sector
- Work with all internal stakeholders to ensure alignment of key priorities and building collaborative relationships

### **Client Programs and Services Oversight**

- Direct, plan and coordinate the work of the clinical service and client programs staff including supervision, evaluation, and training in accordance with Society standards
- Ensure quality control and risk management practices are observed and practiced in all clinical service work
- Responsible for the supervision and management of monthly, quarterly, and annual program statistics requirements
- Analyze statistical data and evaluate service gaps to use as guide for future service delivery
- Utilizing a diversity, equity, and inclusion lens, develop, implement, and evaluate recruitment strategies in an effort to reach and serve more clients
- Develop, update, and review relevant policies and procedures according to Society standards and legal requirements
- Remain current about relevant services available in the community and new developments in dementia research and care

### **Operations**

- Financial Management: Define and manage the annual operating plan/budget, with close oversight of expenses while seeking out new opportunities to raise funds; review monthly actuals and forecast with Shared Services
- Administration: hands-on responsibility for required reporting to stakeholders
- Change Management: Establish the AS brand in the region in collaboration with ASO and ASiO partners
- Identify opportunity to leverage cross society strengths to take advantage of opportunities and/or address issues and challenges
- Partner with the CEO to engage health system, federation, government, clients, and other stakeholder groups to increase mission impact and reach

### **Job Qualifications**

#### **Education:**

- University Degree or equivalent experience in gerontology, social work, public health, health and/or business administration and/or social services field
- A combination of skills and experience will also be considered

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## Experience:

- Five + years of senior not-for-profit experience
- Proven experience initiating and closing high level corporate and individual major gifts
- Proven ability to grow new business opportunities from the ground up
- Proven track record in leading change management with staff and stakeholder groups
- Demonstrated experience with community relations and fund development
- Working knowledge of community-based programs and services, especially in health care sector
- Proven strong business administration skills including strategic planning, budget management, and reporting
- Experience providing or managing clinical services is an asset
- A passion for working with committed staff and volunteers to have an impact in the community
- Knowledge of Alzheimer's disease and other dementias is an asset.

## Other Knowledge, Skills, Abilities or Certifications:

- Fluently bilingual (English/French)
- Ability to innovate, produce and execute compelling strategic initiatives
- Impeccable writing, editing and communication skills including media relations
- Highly developed interpersonal and negotiation skills, ability to exercise diplomacy
- Ability to foster relationships across departments, building a cohesive and collaborative organization
- Strong management skills, focused on mentoring, team development and results-oriented
- Strong analytical skills to interpret data and trends to inform development of strategy
- Excellent computer literacy with experience with Excel, Word, PowerPoint
- Experience with Raisers Edge and Luminate Online an asset.

## Travel Requirements:

- Some travel required to connect with stakeholder groups. Driver's License an asset.

## Commitment to Equitable Recruitment

The Alzheimer Society welcomes those who have demonstrated a commitment to upholding the values of equity and social justice and we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, Black and persons of colour, persons with disabilities, people living with dementia, care partners and those who identify as LGBTQ2S+.

## COVID-19 Vaccination

The Society requires that you be fully vaccinated for COVID-19, subject to any accommodation obligations you may have under human rights legislation.

**Please submit your resume and cover letter to:** [resumes@alzheimerssc.org](mailto:resumes@alzheimerssc.org)

Please include the 'Job Title' in the subject line.

**Closing Date: October 28, 2021**

We thank all who apply, but only those selected for an interview will be contacted.