

# *Société Alzheimer Society*

PRINCE EDWARD ISLAND

[www.alzheimer.ca/pe](http://www.alzheimer.ca/pe)

## **EXECUTIVE DIRECTOR POSITION**

ASPEI exists so that all Islanders affected by dementia receive the help they need today and have hope for the future.

### **POSITION SCOPE/SUMMARY**

Reporting to the Board of Directors the Executive Director will be a compassionate, collaborative and purpose driven leader who will provide direction and effectively maintain a strong working relationship with the employees, partner organizations and the community of ASPEI. The ideal candidate is a leader with a proven track record working towards a deep commitment to serving our dementia community.

### **KEY RESPONSIBILITIES INCLUDE**

- Advance the vision, mission and values of ASPEI
- Strategic Planning development. Promote and generate support for the Alzheimer Society of PEI's strategic and operating plans as required
- A strong understanding of HR functions and procedures and maintain accurate personnel files
- Initiate and develop relationships with corporate and government sectors that will enhance the Alzheimer Society of PEI's success and its strategic plan
- Fiscal and financial responsibility. Coordinate and lead the financial management of ASPEI, working closely with the Treasurer. Ensure ASPEI budget is managed according to sound financial practices, and accurate financial and statistical data
- Manage and facilitate fund development. Explore new and enhanced sources of funding
- Represent ASPEI at National, Atlantic and Regional meetings as required
- Assist and advise the Board on matters affecting Board policy and policy development
- Act as spokesperson for media and other public engagement opportunities and ensure ASPEI has a visible and effective public image
- Identify and develop new opportunities for program and support services

- Coordinate, manage, and evaluate existing programs and services in collaboration with Program and Service staff
- Performs other duties as required

## **QUALIFICATIONS AND EXPERIENCE**

- University degree in Social Work, Psychology or Nursing is preferred. A combination of experience and education will be taken into consideration
- Experience in a non-profit agency with a background in fund development
- Experience working directly with a Board of Directors
- Understand code of ethics related to professional counselling
- A high level of integrity, confidentiality and accountability
- Financial experience would be an asset
- Valid driver's license

## **SKILLS**

- Strong leadership and organizational skills
- Strong administrative skills
- Excellent oral and written communication skills
- Risk management principles

## **SALARY AND BENEFITS COMPENSATION**

- Hours of work 37.5 hrs/wk. Some evening and weekends may be required
- Job type – full-time
- Benefits -- dental, extended health and vision care, RRSP contribution (there will be a six month waiting period)
- Compensation level -- based on education and experience
- Remote interview process can be arranged due to COVID-19 precautions

**We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.**

**Please send your cover letter and resume to [lynn.murray@keymurraylaw.com](mailto:lynn.murray@keymurraylaw.com) with attention to Lynn Murray.**

**Closing date: June 21, 2021**