



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.

Chief Executive Officer

Reports to: Board of Directors

Supervises: 7

Total Organization: 19 Staff Positions and 214 Active Volunteers

Job Summary

Reporting to the Alzheimer Society of Simcoe County (ASSC) Board of Directors through the Chair, the Chief Executive Officer (CEO) demonstrates transformational leadership with a dedication to service excellence and innovation. The CEO possesses political savvy, and excellent communication skills and is an effective champion for all ASSC stakeholders and constituencies. With strong financial acumen, change & relationship leadership skills, the CEO will effectively lead the Society's resources by executing successful strategic & operational planning, human resources management and advocacy & communications.

Working collaboratively with individuals and organizations, the CEO develops positive relationships and partnerships to influence and advance the Society's mission and achieve its goals as outlined in the Strategic Plan. The CEO supports and leads strategic initiatives related to the general leadership and stewardship of the day-to-day operations of the Society.

Essential Duties and Responsibilities:

1. Vision and Mission
 - a. Collaborate with the Board to develop and adopt agile strategic plan
 - b. Embody and communicate said vision & mission
 - c. Ensure primacy of client
 - d. Champion unique nature of disease(bio-social-political-economic)
 - e. Support broad range of services: innovative services, program development & advocacy

2. Board Relations and Strategic Planning
 - a. Share timely and relevant information with Board
 - b. Ensure Board's access to Chapter performance information to initiate continuous improvements
 - c. Act as liaison between Board and staff
 - d. Guide and support strategic planning & execution
3. Programs and Services
 - a. Develop, routinely evaluate and strengthen programs (including, but not exclusive to counselling, client education & care partner training) that align with relevant legislation directives, program guidelines & contractual obligations
4. Fund Development
 - a. Develop and/or support funding initiatives and planned gifts
 - b. Identify, educate, cultivate, and steward strategic prospects. Identify and solicit foundation, corporate, community and government funding opportunities
 - c. Identify and solicit foundation, corporate, community and government funding opportunities
 - d. Oversee and support special events fundraising
 - e. Oversee new initiatives
 - f. Understand the complexity of multiple funding sources
5. Business Management & Accountability
 - a. Ensure financial stability and sustainability with adherence to operating budgets
 - b. Assess performance and risk regularly, adjusting as required
 - c. Ensure compliance with all corporate reporting and filing
 - d. Issue a public facing annual report and facilitate the audit process
6. Organizational Effectiveness and Capacity
 - a. Identify and implement efficiencies through collaboration with the Alzheimer Society in Ontario
 - b. Expand and strengthen ASSC brand in community
 - c. Seek out and develop positive, sound relationships & partnerships to optimize continuity of care
 - d. Ensure that a clear policy is in place for how the organization and its employees/volunteers operate
 - e. Seek regular input on HR policies to ensure adherence to implemented policies
 - f. Ensure policies, practices & procedures are in place to maximize volunteer involvement
7. Profile and Public Awareness
 - a. Expand and strengthen our reputation as a leading resource
 - b. Boost awareness of dementia through advocacy, partnerships and public education sessions
8. Community Engagement
 - a. Serve as a key and respected voice on dementia matters
 - b. Nurture relationships with community stakeholders
9. Research

- a. Promote increased support through Alzheimer Society provincially and nationally
- b. Disseminate the latest and best research
- c. Integrate research findings into service design & delivery

10. Organizational Leadership

- a. Align structure and roles to achievement of objectives with adherence to organizational ethics & values
- b. Lead staff and volunteers while demonstrating organizational ethics & values
- c. Set clear expectations and accountability for employees/volunteers
- d. Promote and facilitate development and succession of a successful team
- e. Evaluate performance against objectives on an ongoing basis
- f. Resolve conflict effectively & efficiently.

Other Duties

Perform other duties consistent with the job description, as required

Perform duties in alignment with Board policies.

Job Qualifications

Education:

- Post-Secondary Graduate

Experience:

- Ten (10) years related experience in a senior leadership role preferred
- Equivalent combinations of education and experience will be considered.

Other Knowledge, Skills, Abilities or Certifications:

- Proven dynamic and engaging verbal, written and listening skills. Experience in successful proposal writing and public speaking is highly preferred.
- Possesses a passion for mission with the ability to deliver to strategic business imperatives
- Ability to work independently as well as collaboratively in a team environment
- Consistent track record to engage collaboratively with multiple and diverse groups
- Authentic, candid, open, respectful & politically astute with developed influencing skills
- Experience with developing strategic imperatives for effective fundraising and revenue growth
- Business approach while client-centered
- Financial acumen
- Executive presence and exceptional interpersonal skills
- Experience working within a broad, multi-layered, federated organization
- Proven ability to build and grow
- Proficient Microsoft Office Suite computer literacy skills.
- Must pass criminal record check

Travel Requirements

A valid driver's licence or ability to conduct limited travel as required

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.

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

Please submit your resume and cover letter to: CEO.Search@alzheimersociety.ca

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

Closing Date: June 10, 2022