Executive Director

ABOUT OSTOMY CANADA SOCIETY (www.ostomycanada.ca)

The Ostomy Society of Canada Inc. (OCS) is a non-profit volunteer organization dedicated to all people living with an ostomy, and their circles of support, helping them live life to the fullest through advocacy, awareness, collaboration, and support.

The Canadian Revenue Agency classifies Ostomy Canada as a “small” registered charity (BN119277093 RR0001). We may be small on paper – but we are big on impact as we support tens of thousands of Canadians who have an ostomy and their circles of support through a network of programs, informational tools, resources and community groups. Our organization is based loosely on a “federated model” with groups (Chapters/Support Groups) located in cities and towns across Canada, all operated by volunteers who are passionate about their support. The National Office has no oversight, management or directive of any of the Chapters/Groups; it has three part-time staff: Executive Director, Office Manager and Data Administrator.

DESCRIPTION

We are seeking an experienced, dynamic and high-performing full-time Executive Director with a track record to engage and retain our National Office by providing leadership, support and direction to all national office staff, volunteers, and programs.

This position will be expected to collaborate, communicate, and work alongside Chapters and Support Groups on an ongoing basis (calls, check-ins, program design, support, presentations, and resource development).

The Executive Director will have full management and oversight of Ostomy Canada’s operations and will be responsible for all fund development, communications, staff management, operational Board reports and volunteer engagement.

This position reports to the Chair of the Board of Director/Board of Directors and be expected to follow the approved 2022-25 Strategic Plan through an “operational” plan and implementation lens. As such, they will be expected to keep the Chair and Board informed of progress on the Plan as well as any operational requests for information or changes.

This position is full-time (37.5 hours/week). It is home-based, with limited evening work (board and committee meetings, events, etc.). There will be occasional weekends (for example – the Annual General Meeting). We offer a competitive compensation, cell phone allowance and provide a lap top and printer.

SPECIFIC RESPONSIBILITIES

The Executive Director is responsible to the Board of Directors for the achievement of the strategic and operational goals of the organization as well as providing leadership to the National office staff and volunteers, Chapters and Support Groups, ensuring efficient and responsible delivery of services and programs. Other areas of responsibility are:

- To serve as a key spokesperson for the organization who can comfortably communicate the mission and vision to the public, government agencies.
- Source funding through events, corporate partners, foundations, appeals, sponsorships, planned gifts and foundation grants. He/she will work toward providing plans and implementation for year over year net revenue growth.
- Will work closely with the Board of Directors on policy decisions, fundraising strategies, and national branding/awareness to increase the visibility and impact of the organization.
- Lead the staff and volunteer team, creating a positive, healthy, and collaborative work environment.
- Collaborate and engage groups across Canada by staying committed to all communication channels (written reports, magazine oversight, newsletters and organizational correspondence) and supporting those groups through frequent contact and relationship building. Drive new and innovative ideas in the social media space which support a diverse number of people living with an ostomy.
- Develop and implement fundraising and digital marketing strategies to engage the ostomy community and attract new support to facilitate Ostomy Canada's expansion of programs for the OCS Mission.
- Manage the annual budget and assist the Treasurer in the financial reporting needs to the Board of Directors.
- Align and develop an annual operating plan with the review of the organization's strategic plan

QUALIFICATIONS/SKILLS/ATTRIBUTES

- A post-secondary degree in a relevant field (fund-raising, marketing communication, public relations) is a must; proven equivalent and recent education, training and experience may be considered.
- Extensive professional experience at a leadership level and a strong understanding of the non-profit sector (understanding of the healthcare sector is an asset), including

experience in a federated model. Have at least 3 - 5 years of experience (including fund-raising experience) in leading an organization in the not-for-profit sector.

- Broad experience and definable success in fund raising methods (events, third party, grants, foundations, planned gifts, direct mail, corporate partners, and Peer-2-Peer), as well as the tools and technology platforms – Blackbaud, P2P giving, etc.
- Financial literacy and understanding of financial statements and budget planning.
- Excellent oral, electronic, and overall communication skills with fluency in English. Fluency in French an asset but not required. Ability to create, write and edit correspondence, newsletters, magazine articles that relevant to the Society.
- Ability and experience in managing multiple and diverse projects with tight deadlines.
- Ability and experience in negotiating contacts, letters of agreements, sponsorships.
- Ability to build relationships with like-minded organizations.
- Open to learn, grow and collaborate; able to diplomatically give and positively receive feedback.
- Experience with and dedication to cultural diversity and inclusion.
- Clear police check including vulnerable sector screening; must be able to legally work in Canada. Must be able to travel.

All interested candidates are requested to send their updated resume and a cover letter demonstrating fit and alignment to the role. We appreciate all applications; only those candidates that the Executive Committee feel are best suited will be contacted. We invite you to send information in confidence to Jayne Kerr Jayne.kerr@ostomycanada.ca . Deadline is set for June 15, 2024, with interviews commencing shortly after.

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