



# **JOB POSTING**

## **Internal/External Job Posting**

### **Executive Director**

**Reporting to:** The Board of Directors  
**Start Date:** July 1, 2018  
**Closing Date:** March 29, 2018  
**Salary:** \$81,499 - \$101,874 annual salary  
**Generous benefits package, including defined benefit pension plan**

#### **Position Summary:**

The Executive Director is responsible for the successful management of the organization according to the strategic direction set by the Board of Directors, and for the delivery of effective programs, services, and initiatives that support the organization's vision and mission.

Positive Living BC is Western Canada's largest HIV/AIDS organization with a membership of more than 5,800 individuals living with HIV. Our programs promote and/or provide an empowering and protected environment to facilitate involving and engaging people living with HIV. Our Board of Directors is composed solely of people living with HIV. We are committed to the effective implementation of GIPA/MIPA and the Denver principles in all areas of our organization.

#### **Duties:**

The Executive Director is responsible for the day-to-day operation of the organization, including leadership, operational planning and management, program planning and management, human resources planning and management, financial planning and management, community relations and advocacy, and risk management.

The Executive Director is accountable for the ongoing development and management of the following organizational areas: programs and services; operations and administration; finance; human resources; communications and education, and fund development.

The Executive Director, an ex-officio, non-voting member of the Board of Director, is expected to provide timely support to the Board of Directors and ensure the Society fulfills or meets all its legal and ethical obligations.

**Qualifications:****Education, Training and Experience:**

- University degree in an appropriate field, or equivalent cumulative, progressive experience.
- Ten years of progressive management experience in a voluntary health or social services sector organization with an annual operating budget exceeding \$1 million.
- Practical knowledge of and proficiency in using modern office and online technologies
- Financial and Fiscal Management

**Demonstrated work practices and competencies:**

- *Be Adaptable:* Demonstrate a willingness to adapt to circumstances and to be versatile and tolerant in a changing work environment while maintaining effectiveness and efficiency.
- *Behave Ethically:* Understand ethical behavior and business practices and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- *Build Relationships* Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- *Communicate Effectively:* Speak, listen, and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- *Innovate and Act Creatively:* Develop new and unique ways to improve operations of the organization and to create new opportunities.
- *Be Engaging:* Understands the value of developing strong interpersonal relationships with staff and Board members; actively pursues opportunities to engage in direct, personal, unstructured dialog.
- *Be Flexible:* Able to work effectively with marginalized and vulnerable populations and the often-accompanying mental health and substance abuse issues as well as varying sexual orientations and gender identity populations
- *Focus on Member Role:* Understand and promote the unique foundational and ongoing role of the Society's membership and its Board in the day-to-day governance and operation of the Society.
- *Foster Teamwork:* Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- *Lead:* Positively influence others to achieve results that are in the best interest of the organization while enhancing employee or volunteer job satisfaction.
- *Make Decisions:* Assess situations to determine the importance, urgency, and risks involved, and make clear decisions which are timely and in the best interests of the organization.
- *Organize:* Set priorities, develop work schedules, monitor progress towards goals, and track details, data, information, and activities
- *Plan:* Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- *Solve Problems:* Assess problem situations to identify causes, gather and process relevant information, generate viable solutions, and make recommendations and/or resolve the problem.
- *Think Strategically:* Assesses options and actions based on trends and conditions in the environment, and the vision, mission, and values of the organization.

**Demonstrated possession of the following knowledge, skills and abilities:**

- Excellent leadership and management skills as they relate to non-profit / voluntary organizations in the health or social services sector.
- Knowledge of federal and provincial legislation applicable to voluntary sector organizations including: employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI health coverage, etc.
- Knowledge of current HIV/AIDS community challenges and opportunities, and opportunities relating to the mission of the organization
- Extensive knowledge of human resources management in a closed union environment
- Proven fiscal and financial management skills

- Successful project management skills
- Exemplary interpersonal skills including maintaining confidentiality, tact, and diplomacy
- Strong organizational and critical thinking skills with an ability to prioritize, plan, adapt, and problem solve
- Ability to perform multiple tasks in a demanding work environment.
- Ability to empathize with and empower persons living with HIV/AIDS and to work effectively with marginalized and vulnerable populations and the often-accompanying mental health and substance abuse issues as well as varying sexual orientations and gender identity populations.

**Working Conditions:**

The Executive Director usually works in an office environment, but the mission of the organization may sometimes take them to non-standard workplaces.

The Executive Director works a standard work week, but additionally will often work evenings, weekends, and other extra hours (as required) to accommodate activities such as participation in Board meetings and representation of the organization at public events, including fund raising events.

**Please submit a resume and a letter of application to Machushla Graham, Director of Human Resources at: [machushlag@positivelivingbc.org](mailto:machushlag@positivelivingbc.org) before 5:00pm March 29, 2018.**

***People living with HIV are strongly encouraged to apply.***