

## Job Posting

### Executive Director Full-time Management

**Position Type:** Full Time, Management  
**Job Region:** Peel Region  
**Location:** Mississauga

**Date Posted:** December 2, 2013  
**Application Deadline:** December 30, 2013  
**Salary Range:** \$63,000 – \$66,500

The Peel HIV/AIDS Network (PHAN) is committed serving diverse people living with and affected by HIV/AIDS in the Region of Peel and limiting the spread of HIV through support, education, advocacy and volunteerism.

#### Summary:

We are seeking a full-time Executive Director (ED) to provide leadership for the agency as we move to a new stage of sustainable, dynamic work in this culturally diverse region. The ED is the Board of Directors' single link to the operating organization and is in charge of all aspects of organizational performance. Responsible for the overall leadership and management of PHAN, the ED ensures the development, delivery and evaluation of all aspects of agency programs and services. PHAN is currently funded by the Federal, Provincial and Municipal government as well as private and corporate donors. PHAN currently has a staff of 9 including the ED, a full-time Administration and Finance Coordinator and program staff who provide programming and support in the areas of African, Caribbean and Black (ACB) Health Promotion, PHA Support, Harm Reduction, Men's Health Promotion and Women's Community Development.

#### Qualifications and Skills:

- Minimum 5 years management experience within the HIV/AIDS sector and/or related field;
- Degree in a related field or equivalent combination of education and experience;
- Extensive understanding of the complexity and changing landscape of HIV in the current context;
- Excellent human resource management experience within a team-based environment and substantial experience supervising staff;
- Proven track record in government and community relations and networking;
- Experience with funding proposals and grant writing;
- Experience in client-centred support services and programs with a number of sexually diverse and ethno-specific communities;
- Understanding of and experience working with a policy governance Board;
- Experience in fundraising and fundraising management;
- Strong commitment to partnership, collaboration and cooperative working relationships;
- Demonstrated leadership, interpersonal and communication skills;
- Valid driver's license and access to a vehicle; must be willing to work evenings and weekends as required for business meetings, client events, agency events and others.

To learn more about PHAN's programs and services please visit: [www.phan.ca](http://www.phan.ca)

A detailed ED position description can be found at: <http://www.phan.ca/dnn/AboutUs/JobOpportunities.aspx>

The Peel HIV/AIDS Network is committed to being an equal opportunity employer and encourages applications from people living with HIV/AIDS, racialized individuals, individuals of diverse sexual orientations and gender identities, persons with disabilities and individuals of Aboriginal descent.

Please send your resume and cover letter, including salary expectations to [phanedhiring@gmail.com](mailto:phanedhiring@gmail.com) with subject line: "Executive Director - your first name and last name."

We thank all applicants, however, only those selected for an interview will be contacted.  
No phone calls please. Application deadline: Monday, December 30, 2013 by 4:00 p.m.

Please send resume and cover letter to:

Robert Gearing  
Chair, Board of Directors  
Peel HIV/AIDS Network  
Email: [phanedhiring@gmail.com](mailto:phanedhiring@gmail.com)