



## **Executive Director Job Posting**

**Position title:** Executive Director

**Reports to:** Board of Directors through two Co-Chairs

**Positions supervised:** 4 (Director, Gay Men's Sexual Health Alliance of Ontario; Manager, Finance and Administration; Manager, Communications and Member Development; Manager, Positive Leadership Development Institute)

**Status:** Full time

**Location:** Toronto, Ontario

**Posting date:** November 5<sup>th</sup>, 2018

### **About the Ontario AIDS Network**

The Ontario AIDS Network (OAN) is the provincial association of 33 AIDS Service Organizations (ASOs) and 10 Affiliate HIV programs in Ontario. We unite and support those working across the province in HIV prevention, treatment, care, and support. We are primarily funded by the AIDS Bureau of the Ontario Ministry of Health and Long Term Care and through member fees and donations.

Working collaboratively with our member organizations, the OAN leads a comprehensive and collective response to ending the HIV epidemic in Ontario. The OAN unites and supports those working in HIV prevention, treatment and care in Ontario. We pursue knowledge exchange, advocacy and capacity building for people living with HIV and member organizations who are challenging stigma, fighting for social justice, and confronting HIV in Ontario communities.

The OAN is the trustee organization for the Gay Men's Sexual Health Alliance of Ontario (GMSH), one of the Priority Population Networks designated by the AIDS Bureau to achieve the goals of Ontario's HIV/AIDS Strategy to 2026. GMSH is recognized as a community-led provincial hub of learning, capacity building and resource and campaign development for gay men's HIV prevention, and sexual and overall health and well-being.

### **Who are we looking for?**

We are looking for a transformational leader and strategic influencer who has a strong commitment to social justice and the passion and skills to lead the OAN at a pivotal time in Ontario's HIV response. You are insightful, excel in creating vision, and have the ability to think critically and creatively. You are able to identify potential short and long term opportunities, seek solutions to overcome challenges, and translate the opportunities into action. You have a demonstrated history of thoughtful leadership and strategic planning in a not-for-profit

organization, with concrete examples of success. You are an effective leader and manager with a facilitative working style, who is highly organized, with strong project and time management skills. You are an active listener, with strategic communication and presentation skills, including slide presentations and using up-to-date technologies. Working collaboratively with the Board of Directors, you must be able to optimize opportunities for success through a demonstrated ability to foster positive relationships and confidence between the OAN, its funders, its member organizations, people living with HIV, and other HIV and community-based organizations, both provincially and nationally.

## **Key responsibilities**

### **1. *Stakeholder relations***

AIDS Bureau, Public Health Agency of Canada, OAN members and the PHA (People living with HIV) Body, and key stakeholders in the community-based HIV sector.

### **2. *Operations and Human Resources***

Overall management of the OAN: day-to-day operations, staff work plans; OCHART (Ontario Community HIV/AIDS Reporting Tool) reports; budgets; staff hiring, supervision, training and performance appraisals; administers OAN Policies and Procedures, supports Board of Directors; annual planning and evaluation and special events including annual Honour Roll.

### **3. *Financial***

Overall financial management, risk management, planning, control and reporting mechanisms.

### **4. *Capacity building***

Ensuring the design and delivery of the OAN Skills Development and OPRAH (Ontario Provincial Resource for ASO Human Resources) programs to meet member needs; leadership of HIV Resources Ontario (HRO); co-lead Positive Leadership Development Institute (PLDI), national and Ontario; board orientation and training.

### **5. *GMSH***

Oversight of GMSH to ensure ongoing management of program is aligned with OAN values, deliverables are met.

## **Knowledge and skills required**

This position is ideal for someone who prefers to work in a values-based setting, and who is a Strategic Thinker and Skilled Administrator with experience in creating Vision. It requires someone who is a consensus-builder and clear communicator with a strong degree of professionalism and genuine compassion and commitment to social justice and interest in policy as it affects HIV.

***Behavioural competencies include***

- Recognized Leader
- Visionary
- Innovator and Successful Change Leader
- Consensus Builder
- Clear Communicator

***Experience and professional attributes for this position are:***

- Seven to nine years of progressive management experience, with five or more years as a manager in a not-for-profit organization, preferably in the HIV sector.
- In-depth knowledge of Ontario's HIV/AIDS Strategy to 2026.
- Working knowledge of the Ontario Accord and of the GIPA/MEPA/MEWA principles.
- Working knowledge of Ontario's community-based HIV service delivery model and of the key populations affected by HIV in the province.
- Working knowledge of current developments in HIV prevention, testing, treatment, care and support.
- A commitment to social justice and the principles of harm reduction.
- Demonstrated superior and thoughtful leadership skills.
- Demonstrated superior ability to create vision and to think critically and creatively.
- Demonstrated superior ability to proactively develop, lead and manage strategic and policy change.
- Demonstrated superior consensus-building skills with a track-record of working successfully with diverse groups in multi-stakeholder environments to get results.
- Demonstrated strong financial management skills.
- Demonstrated experience in program planning and management skills, and in developing and executing strategies, work plans, and budgets.
- Demonstrated experience and sensitivity in stewarding existing complex partnerships, and developing new relationships, with a multiplicity of stakeholders.
- Experience in working with a volunteer board of directors in a not-for-profit organization.
- Demonstrated ability to coach, mentor, supervise, and motivate staff and volunteers.
- Demonstrated ability to work independently, to set priorities and work schedules, and to meet deadlines.
- Demonstrated ability to be a good listener, and to possess excellent oral and written communication and presentation skills.
- The ability to be tactful, discreet, and sensitive to confidential matters.
- Fluency in both written and spoken English and French is highly desired, as is lived experience of HIV.

The OAN is committed to employment equity and encourages applications from people who identify as racialized, people with culturally diverse backgrounds, people of all gender identities and sexual orientations, and people with disabilities. The OAN recognizes the need for experience, knowledge, and guidance from communities disproportionately impacted by HIV, including those who live with HIV. In addition, accommodations are available on request for candidates taking part in all aspects of the interviewing process.

Interested candidates may apply for the position through our **on-line** applicant portal at <https://pivotalhr.fitzii.com/job/36064?s=re> .All candidates will receive regular communications about their application status. Our online application process will take approximately 7-10 minutes and will allow you to make an impact statement, upload your resume and answer a few initial questions. We thank-you for your interest.

**Deadline for applications:** November 19<sup>th</sup>, 2018