



Canadian Hard of Hearing Association Association des malentendants canadiens

EXECUTIVE DIRECTOR

Starting:	September 1, 2017
Location:	Ottawa, Ontario
Type of Position:	18-month contract with the opportunity for renewal
Reports to:	Chair of the Board of Directors
Accountable to:	Board of Directors
Compensation:	Commensurate with qualifications and experience

The Canadian Hard of Hearing Association (CHHA) is looking for an energetic person with strong administrative skills to fill the role of the Executive Director for an 18-month period with an opportunity for renewal. For the right candidate, this is an excellent opportunity to guide an ambitious consumer advocacy organization through an important time of growth.

About Us

The mandate of CHHA is to be the national voice of advocacy for Canadians living with hearing loss. There is a deep desire to see the organization, grow, expand, and flourish as the collective voice of Canadians living with hearing loss, be they hard of hearing or deafened. CHHA serves an important and unique purpose within the Canadian disability advocacy system. We are the only national not-for-profit bilingual consumer organization that advocates for the needs of the over three million self-identified Canadians who live with hearing loss. Millions more are in the early stages of hearing loss or will cope with hearing loss as they age. CHHA's mandate includes having a major positive impact on the quality of life for individuals directly affected by hearing loss, as well as those family members, caregivers, colleagues, teachers, and friends who need to communicate effectively to provide care and support. As a result, the entire fabric of Canadian society is impacted positively by the efforts of CHHA.

Position Summary

The primary purpose of the Executive Director is to solidify CHHA's foundation, vision, and membership over an 18-month period. The individual should be a master at relationship-building, leadership, administration, and fiscal management. In addition, the successful candidate will have knowledge and experience with hearing loss, be a champion of hearing accessibility in Canada, and awareness of/sensitivity to the Canadian disability advocacy environment.

Primary Functions

Implement Board Policy

- Act as a resource to the Board so that policy decisions are made on an informed basis; suggest new policy initiatives, and review existing policies.
- Work with the Board to develop and maintain the Policy Monitoring Schedule used to evaluate organizational performance.
- In accordance with the Policy Monitoring Schedule, prepare and provide summary reports and statistical and qualitative feedback that will demonstrate the degree to which the Board's policies are being met.
- Gather, interpret, and articulate information to the Board about hearing loss trends and resources.
- Keep the Board informed of significant issues affecting the development and delivery of programs and services as they arise.
- Provide logistical support to the Board.
- Provide guidance and advice to the Board on process issues such as decision-making, accountability, and establishing and interpreting Terms of Reference.

Develop, Plan, and Deliver Programs and Services

- Ensure the monitoring of membership and Chapter/Branch needs for programs and services in the area of hearing loss, and be aware of changing contexts within which programs and services are provided.
- Ensure the development of sustainable programs and services consistent with membership needs.
- Monitor programs and services to ensure consistency with criteria established by the mission and goals of the organization.

Develop National Community

- Develop and sustain effective communication between CHHA and Chapters/Branches and among members, making effective use of technology where appropriate.
- Support the provision of information about the organization's goals, programs, and services through print and electronic media to increase the national visibility of the CHHA.
- Develop opportunities for communication and collaboration between CHHA and national, continental, and international bodies, and with related disability and governmental bodies in Canada.

Oversee Financial Management of the Organization

- Ensure development of the annual budget and present to the Treasurer for evaluation and modification as required by the annual budget cycle.
- Develop a business plan to carry out the Board's strategic plan as identified by the Board's transition planning document.
- With the Director of Resource Development, identify, manage, and execute fundraising programs approved by the Board, as well as maintain relationships with funding sources and ensure the preparation of funding proposals.

Manage Staff

- Ensure appropriate staffing consistent with member needs and within the constraints of the organization's physical and financial resources.
- Update and maintain CHHA's Human Resources Manual.
- Update and maintain appropriate job descriptions for all staff.
- Recruit, select, orient, and train staff.
- Supervise and evaluate staff.
- Ensure staff are appropriately compensated.
- Ensure effective communication and collaboration among staff.

Manage Recruitment and Development of Volunteers

- Ensure recruitment and development of volunteers is carried out in a professional and timely manner, as per CHHA's vision and mission.

Level of Reporting and Function

- Reports to the Chair of the Board of Directors and is accountable to the Board
- Works with CHHA members directly
- Works daily with organizational staff and volunteers
- Works with contractors as required on ongoing basis
- Communicates with partners, supporters, and sponsors on an ongoing basis

Working Relationships and Partnerships

- Individual and Organization Members
- CHHA Chapters and Branches
- Board, Board task forces, and committees
- Staff
- Young Adults Network (YAN)
- Other national and international affiliates and associates

Required Skills and Qualifications

- Degree in business administration, public policy, or communication, OR an equivalent combination of education and experience.
- Comprehensive knowledge of the Canadian disability advocacy system.
- Passion for hearing accessibility and/or lived experience/knowledge of hearing loss.
- Senior leadership experience with a not-for-profit organization, including proven leadership skills and demonstrated ability to manage staff and work with volunteers.
- Experience working with a Board of Directors in a senior leadership position.
- Background in community work, preferably with diverse and/or disability groups.
- Proven ability to manage and oversee administration and operations, corporate finances, and human resources.
- Experience as a senior manager leading complex, detailed, and time-sensitive projects.
- Political acuity to maintain effective relationships with senior-level bureaucrats and political leaders.
- Excellent communication skills.
- Excellent organizational skills with attention to detail, the ability to multi-task, and meet tight deadlines with no impact on performance.
- Self-motivated, proficient, and reliable.
- Possess the ability and eagerness to work within a team environment.
- Strong IT background, including full suite of Microsoft Office programs.
- Experience in sponsorship, marketing, and membership program development is an asset.
- Bilingualism in English/French an asset.

***CHHA is an equal opportunity employer and welcomes applications
from all equity-seeking groups for consideration.***

Special consideration for this position will be given to CHHA members.

Closing Date: July 14, 2017

Interested individuals are requested to submit their application which should include a cover letter and a curriculum vitae along with salary expectation. Applications must be submitted **electronically** in both MS Word and PDF formats to:

CHHA National Executive Director Search Committee
c/o Ms. Lorin MacDonald, President
lmacdonald@chha.ca

We thank all applicants for their interest. Only those applicants selected for interviews will be contacted.