



Job description

Executive Director

A unique opportunity for an exceptional relationship builder to be an ambassador for people living with, and affected by, HIV/AIDS while providing business and team leadership in achieving the organization's mission, vision and financial well-being.

The **Toronto People With AIDS Foundation (PWA)** is the largest direct support service agency of its kind for men, transmen, women, transwomen and children living with HIV/AIDS in Canada. Every year, PWA provides over 30,000 unique services to more than 2,500 individuals. People living with HIV/AIDS are the heart and soul of the Foundation and play a crucial role in its governance and operation. PWA's response to HIV/AIDS is inspired by the voices and experiences of people living with HIV/AIDS and the communication of the PWA brand. The Foundation continually seeks supportive community, organizational and funding partnerships to guide its process for fulfilling its mission of engaging people living with HIV/AIDS in enhancing health and well-being.

As the new **Executive Director**, you will play a pivotal role in this regard through the successful leadership and management of the organization in alignment with the direction set out by the Board of Directors, and by ensuring PWA's consistent achievement of its mission, financial sustainability and growth. Reporting to the Board, you will oversee the planning, implementation and evaluation of the organization's programs and services, while ensuring that PWA has a long-range strategy in place to achieve its mission in a timely, effective manner, and in line with organizational values and principles.

In this collaborative, multi-stakeholder environment, you will work with PWA's philanthropy and communications team, and with the support of the Board of Directors and volunteers, effectively leading the creation and development of program, organizational and financial plans and policies, and implementing plans and policies approved by the Board. As Executive Director, it will be your role to oversee human resources planning and development, promote active, broad participation by volunteers in PWA's work, and maintain accurate, comprehensive documentation while ensuring regulatory compliance federally, provincially and locally.

Ensuring the fiscal integrity of PWA while ensuring that adequate funds are available for the organization to carry out its work will be top priorities, as you work with staff, the Controller and the Board in preparing a comprehensive budget as well as oversee, and actively contribute to, fundraising and identifying other resources to support PWA growth and sustainability. Your strengths as a financial manager will be evident as you ensure that comprehensive, timely and accurate bookkeeping and accounting procedures are in place and closely followed, work with auditors, and submit annual budgets and monthly financial statements to the Board that accurately reflect the financial condition of the organization.



As the successful candidate, you will be a proactive leader with several years of proven experience in a senior management role at the helm of a not-for-profit organization, with strong financial management skills in an environment of project-based funding. Equally important, you bring knowledge of the complexity of issues related to HIV/AIDS together with the ability to work with a broad range of stakeholders in the HIV and health care community.

This mandate calls for a superior team and relationship builder, a savvy communicator who can develop and maintain partnerships with a wide variety of stakeholder groups, forming collaborative relationships and mobilizing others in the fight against HIV/AIDS. Your success as Executive Director will depend largely on your ability to convey a vision of PWA's strategic future to staff, the Board, volunteers, funders, donors and the general public, create and maintain an organizational commitment to continually enhance programs and services, and donor and funder relations, and ultimately position PWA as a leader in Toronto's HIV response.

OAN Leadership and/or other relevant PHA capacity building training will be considered an asset.

To apply to this key executive role, submit your resume, in confidence, specifying the job title, by **September 12, 2018**, to **Phelpsgroup**, at **PWAED@phelpsgroup.ca**.

Phelpsgroup

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Seniority Level

Director

Industry

- Nonprofit Organization Management

Employment Type

Full-time

Job Functions

- Management