



Harm
Reduction



HIV/
AIDS



Rainbow
Space



Learn



Grow



Partner

JOB DESCRIPTION: Executive Director

JOB TITLE: Executive Director

POSITION TYPE: Full-time Position (35 hours/week)

REPORTING TO: Board of Directors

COMPENSATION TYPE: Salary & Benefits

OFFICE LOCATION: Richmond Hill

POSITION SUMMARY

CAYR COMMUNITY CONNECTIONS (CAYR) strives to create safe, confidential, and inclusive spaces and services in York Region where people can access dignified support and meaningfully engage in self-determined pathways to well-being. We envision an informed, healthy, stigma-free and compassionate community.

We offer specialized and combined programs for people living with HIV/AIDS (newly diagnosed to long-term survivors); people affected by or at risk of HIV and Hep C; people who use drugs; people who identify as 2SLGBTQ+; and people supporting vulnerable and marginalized community members.

The Executive Director serves as the leader of the organization and ensures the successful development, management, and evaluation of all aspects of CAYR's services in accordance with the strategic plan of the organization. Adhering to harm reduction principles and committed to anti-racism anti-oppression practice, the Executive Director is a key spokesperson for the organization and responsible for CAYR's organizational wellness.

Primary Duties and Responsibilities:

Leadership

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization
- Act as a professional advisor to the Board of Directors on all aspects of the organization's activities
- Foster effective team work between the Board and the Executive Director and between the Executive Director and staff
- In addition to the Chair of the Board, act as a spokesperson for CAYR and represent the organization at community activities to enhance the organization's community profile

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Toll free: 1-800-243-7717

Charitable Registration No.: 890484769RR0001

E: info@cayrcc.org

W: www.cayrcc.org

    /cayrcommunityconnections

Operational planning and management

- Develop a strategic and operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
- Ensure that the operation of CAYR meets the expectations of its clients, Board and Funders
- Oversee the efficient and effective day-to-day operation of the organization
- Draft policies, procedures and guidelines for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate
- Ensure that personnel, client, donor and volunteer files are securely stored and privacy/confidentiality is maintained
- Provide support to the Board by drafting meeting agenda and preparing supporting materials

Program planning and management

- Oversee the planning, implementation and evaluation of CAYR's programs and services
- Assist in developing evaluation tools specific to client populations while ensuring that clients are an integral part of the evaluation and feedback process.
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board
- Monitor the day-to-day delivery of programs and services to maintain or improve quality as well as the planning, implementation, execution and evaluation of special projects including the submission of timely reports, proposals, grant applications etc.

Human resources planning and management

- Determine staffing requirements for CAYR and program delivery which may include student placements. This will include the recruitment, interviewing and selection of all employees.
- Oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- Ensure that all staff and volunteers receive an orientation to the organization and that appropriate training is provided
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting regular supervision meetings and performance reviews
- Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures

Financial planning and management

- Work with staff and the Board (Finance Committee) to prepare a comprehensive budget, secure adequate funding for the operation of the organization
- Research funding sources, oversee the development of fund raising plans and write funding proposals to increase the funds of the organization and participate in fundraising activities as appropriate
- Approve expenditures within the authority delegated by the Board
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization

- Ensure that the organization complies with all legislation covering taxation and withholding payments

Community relations/advocacy

- Communicate with key stakeholders, funders, and community partners to keep them informed of the work of CAYR and to identify changes in the community served by CAYR
- Establish pro-active, effective and collaborative relationships and arrangements with community groups, funders, policy makers, leaders, and other organizations to help achieve the goals of the organization

Risk management

- Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks
- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage. Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage.

Please submit cover letter and resume highlighting qualifications and experience by email to: boardexec@cayrcc.org with subject line Executive Director @ CAYR.

*CAYR COMMUNITY CONNECTIONS promotes the principles of anti-oppression and adheres to the tenets of the Ontario Human Rights Code. **We encourage applicants with lived experience of substance use, HIV/AIDS, and/or Hep C.** We also encourage people of all races, ethnic origins, religions, abilities, sexual orientations, gender identities and expression.*

We thank all applicants. However, only those who are to be interviewed will be contacted.