

EXECUTIVE DIRECTOR



Women's Health Clinic is currently seeking an Executive Director to lead the organization in achieving its vision of delivering accessible and equitable health and wellness services delivered through a feminist lens. In order to achieve this, the successful candidate will create strategic partnerships, advocate for system change and ensure that we are providing accessible woman-centered education and services.

It is integral that the Executive Director under the direction of the Board of Directors ensure that all activities of Women's Health Clinic uphold their values of choice, inclusion, social justice, innovation and integrity.

Responsibilities:

Leadership

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization
- Ensure that the operation of the organization meets the expectations of its community, Board, and Funders
- Draft operational policies for the approval of the Board, review existing policies on an annual basis, and recommend changes to the Board as appropriate
- Oversee the planning, implementation, and evaluation of all programs and services
- Monitor the day-to-day delivery of the programs and services of the organization with an eye to maintaining or improving quality
- Oversee the planning, implementation, execution, and evaluation of special projects
- Recruit, interview, and select staff that have the right technical and personal abilities
- Work with staff and the Board to prepare comprehensive annual budgets
- Administer funds according to the approved budget and monitor the monthly cash flow of the organization; provide the Board with regular financial updates
- Aide in the development and implementation of a marketing and communications plan which incorporate the values, goals, and objectives of Women's Health Clinic

Advocacy

- Work diligently to anticipate and respond to community needs, seeking innovative ways to improve quality and safety of care regarding women's health
- Maintain existing good working relationships and collaborative arrangements and establish new relationships with community groups, funders, politicians, and other organizations to help achieve Women's Health Clinic's goals
- Advocate on behalf of the mission of Women's Health Clinic and communicate with external stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization
- Identify and evaluate the risks to the organization's people, property, finances, goodwill, and image and implement measures to control risks

Fundraising

- Work with the Board to secure adequate funding
- Research funding sources, oversee the development of fund raising plans, and write funding proposals to increase the financial resources of the organization

FOR MORE INFORMATION:

<http://bit.ly/WHC-ED>

EDUCATION & EXPERIENCE

- Related University degree in management, business or public administration, or health care management
- 10 or more years of progressive management experience in a not for profit organization or related experience with at least 3 years in a senior leadership capacity
- Proven track record in cultivating and maintaining relationships with government, funders and donors
- Experience in human resource, financial, and project management
- Labour relations experience in a unionized environment
- Direct experience in health or social services is an asset

SKILLS & ABILITIES

- Ability to supervise and motivate volunteers and staff within a participatory leadership model
- Exceptional written and oral communication skills
- Strong analytical and problem solving skills
- Effective interpersonal and conflict resolution skills
- Collaborative orientation
- Team oriented and empowerment approach
- Proficient in the use of MS Office suite products

If you would like more information about this position or **Women's Health Clinic**, please visit <http://bit.ly/WHC-ED> for an organization profile or contact Lisa Cefali, Partner – Strategic Development & Executive Search at (204) 934-8833.

If you believe you can make a strong contribution to **Women's Health Clinic** as **Executive Director**, please submit your resume in confidence to Lisa.Cefali@legacybowes.com quoting position #173321.

