



POSITION: Executive Director, Hospice Northwest Services
LOCATION: Thunder Bay, ON
REPORTS TO: Board of Directors
WEBSITE: hospicenorthwest.ca

Hospice Northwest Services is a volunteer non-for-profit organization, dedicated to providing compassionate support and resources to its clients and their loved ones, wherever they may need it. They strive to make every moment matter by offering comfort, support, and a sense of connection to families and clients who are dealing with a life-limiting illness or struggling with grief.

Serving approximately 450 end-of-life clients and their families each year, Hospice Northwest Services began in 1986 as the Thunder Bay Community Palliative Care Volunteers. It has since grown into a hospice without walls; defining hospice as a philosophy of care, rather than a place, with specially trained palliative care volunteers who provide emotional and spiritual support for clients and families in their homes, hospitals, or long-term-care facilities.

Hospice Northwest Services serves the City and District of Thunder Bay, with support in the communities of Geraldton/Longlac, Terrace Bay/Schreiber, Marathon, Manitouwadge, and Nipigon. It is an accredited member of Hospice Palliative Care Ontario (HPCO) and the Canadian Hospice Palliative Care Association (CHPCA).

THE POSITION

Hospice Northwest Services (HNS) is seeking an Executive Director (ED) to lead the organization. The successful applicant will assume responsibility for the strategic and financial direction, and the overall management of Hospice Northwest Services, delivering on a vision for palliative care across Northwestern Ontario.

The ED is responsible to the Board for the fulfillment of HNS' mission and strategic goals by providing leadership and administrative management in all aspects of the operations.

Critical aspects of the role include:

1. Ensuring operational compliance with the HNS mission, vision, and values as established by the Board of Directors.
2. Directing the day-to-day operations of HNS.

3. Developing annual program goals and objectives in accordance with the Board approved strategic plan.
4. Developing and implementing policies and procedures for HNS, as required.
5. Management of all employees and contract personnel and overseeing volunteer management practices.
6. Promoting HNS and representing them in collaborative initiatives with health/palliative care partners.
7. Overseeing existing and developing new programs for the City and District of Thunder Bay.
8. Overseeing all fundraising activities for the organization, including campaigns, lotteries, and events.
9. Monitoring palliative care and bereavement services provided by volunteers.
10. Assisting Client Services and Volunteer Services staff with program management.
11. Acting as the Privacy Officer for the organization and ensuring all privacy protocols are being followed.
12. Providing administrative support to the Board of Directors and acting in an ex officio role at the Board.
13. Overseeing the finances, budgeting, and annual audit of HNS, as well as meeting accountability requirements of funders and accreditation.

CANDIDATE QUALIFICATIONS

1. A degree or diploma in accounting, human resources, leadership, or a related field, together with five years' experience in a management role in a not-for-profit organization.
2. Proven leadership ability and financial management skills. Excellent organization, administration, and time management.
3. Proven ability to work effectively and collaboratively with a Board of Directors, staff, volunteers, members of the community, and community-based organizations.
4. Excellent donor relations skills, with an understanding of the funding community.
5. Ability to collaborate with a wide range of stakeholders, many of whom include diverse groups and cultures.
6. Proven track record of managing people, developing high-performance teams, managing budgets, and achieving goals.
7. Excellent verbal and written communication skills; comfortable speaking in public and communicating passion and excitement for the organization's mission in public messages.

8. Ability to think and act strategically, including the ability to conceptualize and implement change strategies.
9. Maintain accredited memberships in the Hospice Northwest Services is an accredited member of Hospice Palliative Care Ontario (HPCO) and the Canadian Hospice Palliative Care Association (CHPCA).
10. Proven commitment to Equity, Diversity, and Inclusion.
11. Available to carry out activities outside of normal working hours and/or travel within the district.
12. Competent within the meaning of the *Occupational Health & Safety Act*.
13. Police records check is required.

HOW TO APPLY

Please apply by email with your cover letter and resume by February 29th, 2024 to: c.bates@shaw.ca

Hospice Northwest Services is an equal-opportunity employer and committed to fair and accessible employment practices. We are committed to building and maintaining an inclusive work environment that reflects the diversity of the communities we serve.

We encourage applications from all qualified candidates and equity seeking groups, including from racialized persons/persons of colour, Indigenous persons, and persons with disabilities.

We thank all applicants for their interest; however, only those being considered for interviews will be contacted.