

Executive Director Job Posting

Who We Are

Choice in Health Clinic provides compassionate and client-centered abortion care to women and gender-diverse people. We are leaders in accessible, high-quality abortion care provided through an anti-oppression model. We have excellent client satisfaction rates and a happy and engaged interprofessional staff team. The clinic is a registered non-profit and charitable organization and has an annual operating budget of \$1.6 million. The team includes 12 regular and 12 relief staff, a physician rotation, and a small management team.

Who You Are

You are an effective and visionary leader, pro-choice and passionate about advancing reproductive justice. You bring experience with non-profit governance and charity management, including fundraising. Emotionally intelligent, adaptable, and a skilled manager, you have excellent problem-solving skills. You are capable with financial management, knowledgeable about leveraging social media, and comfortable being a spokesperson and advocate.

Instructions for applying

- We encourage applications from members of Black, Indigenous, and racialized communities; Two-Spirit, non-binary, trans, lesbian, gay, bisexual, and queer people; people with disabilities; and members of other equity-seeking groups.
- Accommodations are available on request for people with disabilities who are selected for an interview and for all aspects of the selection process. If an applicant or a successful candidate requests an accommodation, we will discuss their needs with them and make adjustments to support them.
- Submit resume and cover letter as one document.
- Cover letter must include a statement describing your pro-choice philosophy as it relates to abortion and reproductive justice. Applications without this statement will not be reviewed.
- Email to info@choiceinhealth.ca with the subject "Executive Director Application"
- Only those to be interviewed will be contacted.
- **Deadline: 5pm on March 24, 2022**

Your Skills and Experience

Values

- Pro-choice philosophy and understanding of reproductive justice.
- An understanding of equity issues and commitment to working in an anti-oppression framework.

Sector Experience

- Senior level experience in health or social services
- Demonstrated commitment to and knowledge of community-based health care. Knowledge of the current healthcare and abortion-service landscapes is an asset.

Finance

- Solid understanding of financial oversight, budgeting, projections, and audits
- A successful history of budget negotiation and management, program administration and financial development

Governance

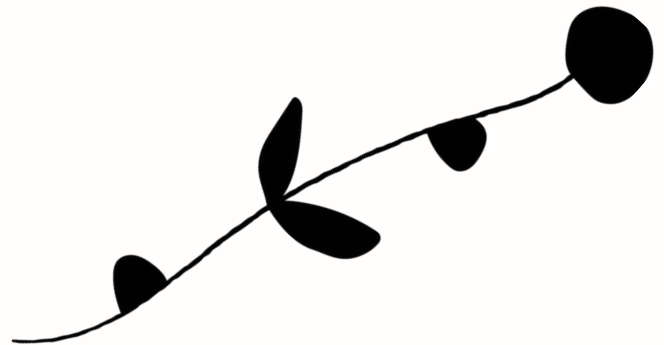
- Strategic planning and risk management skills.
- Experience with non-profit Board management.

Management and Operations

- Progressive management style, leadership abilities and decision-making skills.
- Solid capacity to manage and grow a positive organizational culture.
- Demonstrated leadership skills, able to create a vision that inspires others to action.
- Clear, diplomatic communication and interpersonal skills, including a proven ability to effectively manage conflict and have difficult conversations when necessary.
- Sound knowledge of human resource management and legal frameworks.
- Thorough knowledge and proficiency in service development, delivery, and evaluation, ideally in a healthcare setting.

Network

- Proven ability to establish and maintain productive relationships with other community-based organizations, media and government agencies.



The Role and What We Offer

The role

- Provide leadership for management of service delivery systems, programming, financial, personnel and public relations at Choice in Health Clinic (CIHC).
- Align operations with CIHC's statement of values, purpose, objectives, and policies, and external regulatory and accreditation bodies (including the College of Physicians and Surgeons of Ontario, the Ministry of Health, and the National Abortion Federation).
- Apply risk management and compliance strategies across financial, human resources, legal and clinical spheres.
- Manage financial resources of CIHC in compliance with policies and legal requirements, (e.g., annual budgeting, monitoring financial records, overseeing administration of benefits)
- Work with the Quality Advisor/Medical Director to ensure quality of clinical care and compliance with the Out of Hospital Premises Inspection Program, Independent Health Facilities Act and the National Abortion Federation.
- Serve as the formal liaison and contact person for community organizations, agencies, professionals, government officials and the media.
- Lead communications strategy, including social media and blog posting.
- Address client feedback proactively and in line with organizational values.
- Report to the Board of Directors and support the Board to fulfil the organization's mission through risk management and strategic planning.
- Initiate and deliver fundraising strategies to support the Access Fund.
- Ensure the security of clinic staff and clients and other visitors and act as liaison with law enforcement and justice officials.

What we offer

- 37.5 hours/week (including some evenings and Saturdays)
- \$93,000 to \$97,000 / year plus competitive benefits
- An engaged and passionate team.
- A commitment to equity, diversity, and inclusion, and to building an organization that reflects the communities we serve.
- CIHC is located on the third floor of a mixed-use building with an accessible entry from the street and elevator in west end Toronto close to transit.

