

Could your next career move also be your calling?

Executive Director – Hospice Cape Breton | Palliative Care Society

The Hospice Palliative Care Society of Cape Breton County is seeking an Executive Director to lead it's recently expanded operations.

About Us

For more than 35 years, the Hospice Palliative Care Society of Cape Breton County has been a vital community healthcare partner in Cape Breton. Through the generosity of our donors, and in partnership with the Palliative Care Service team, we support and promote compassionate care for individuals and their loved ones who are living with a life-threatening illness. We support the nine-bed An Cala Palliative Care Unit at the Cape Breton Regional Hospital, as well as patients receiving care at home. In late 2021, following a successful major capital campaign, we celebrated the opening of Cape Breton's first hospice residence.

To learn more about our Society, visit <https://hospicecapebreton.org/>

The Role – Responsibilities and Primary Duties

Reporting to the Board of Directors, the Executive Director is responsible for the Society's overall organizational effectiveness in accordance with the strategic plan and managing all resources to ensure quality service delivery.

Leadership

- Participate with the Board of Directors in developing/implementing a Strategic Plan to guide the work of the Society; review and update plan annually
- Foster effective work relationships and teamwork among the employees, the Board, Standing Committees of the Board, volunteers, Palliative Care Service stakeholders, Nova Scotia Health Authority representatives, and the Community
- Ensure that programs and services developed and delivered by the Society are effective and meet the needs of Palliative Care Service, patients, and families
- Identify and inform the Board of internal and external issues affecting the organization

Operations and Risk Management

- Working with the Board of Directors, Executive Committee and Standing Committees, operationalize the Strategic Plan into annual goals and objectives in line with financial capacity and Palliative Care Service needs

- Oversee the planning, delivery and evaluation of the Society's programs and services to ensure effectiveness and continuous improvement
- Ensure all required organizational policies and procedures are in place, reviewed and updated as required or on a three-year cycle
- Identify and notify the Board of risks to people (staff, volunteers, clients), property, finances and image, and recommend measures to mitigate these risks
- Track and report risk indicators as requested by the Board
- Ensure the Society (as owner/landlord/property manager of the Hospice) remains in compliance with legislation through regular information updates, evaluation and action as required

Financial Oversight

- Working with the Finance Committee, and with consideration for fundraising and facilities management, develop a comprehensive financial strategy and budget for Board approval annually; and develop a facility management financial plan for the hospice/An Cala unit to ensure adequate future funding for maintenance and repair of both the facilities and furnishings that are not part of the Palliative Care Service responsibility/equipment
- Ensure that the Society remains fiscally responsible and viable
- Working with the Treasurer/Finance Committee and Bookkeeper, provide the Board with timely and accurate monthly reports and liaise with the auditors for an annual audit on the revenues and expenditure of the Society
- Approve expenditures as authorized by the Board, administer funds in accordance with the approved budget, adhere to financial controls, and comply with all reporting requirements as required

Human Resource Management

- Maintain a positive, healthy, and safe work environment
- Oversee the implementation of legally compliant human resources policies, procedures, and practices, including annual performance evaluation
- Recruit, manage, coach and mentor employees as required
- Support the Volunteer Lead on recruitment, development, and recognition activities for volunteers for the Palliative Care Service

Community Relations and Advocacy

- Represent the Society at community and professional events to enhance the organization's community profile; speaking engagements as required

- Participate in/support fundraising initiatives and donor stewardship in collaboration with the Public Relations and Fundraising Standing Committees
- Ensure consistent messaging and tone related to communications with internal and external stakeholders (in collaboration with Public Relations and Fundraising Standing Committees and strategies)

Your Qualifications

Education, Experience and Knowledge

- A university degree in business or a related field and five years of directly related experience OR an acceptable combination of education and experience directly related to the duties of the position
- Experience reporting to, or working with, a volunteer Board of Directors
- Active fundraising experience
- Facility management experience
- Familiarity with Canada's charitable sector and the legal framework within which not-for-profit organizations operate
- Knowledge of, and practical experience with, financial management, budgeting, and financial controls
- Knowledge of project management principles and practical experience with contract management

Skills and Abilities

- Proven effective leadership qualities, including the ability to be collaborative, empathetic, inclusive, and accountable
- Strong interpersonal communication skills and a demonstrated ability to work effectively with Board members, committee members, donors, volunteers, and service providers
- Demonstrated ability to create an environment that brings results, and to develop and build capacity to sustain the organization into the future
- Solution oriented, with effective problem-solving skills
- Effective verbal and written English language communication skills
- Intermediate level of proficiency with MS Office Suite

Working Conditions

Flexibility in working hours is required, as some work will happen outside traditional office hours and the standard work week.

Occasional travel throughout the region will be required, therefore candidates must have a valid driver's license.

Any offer of employment will be conditional on the following:

- Valid proof of full vaccination against COVID-19 (in accordance with Nova Scotia Public Health), with the exception of cases where an individual has a valid and documented exemption in accordance with Nova Scotia Human Rights (<https://humanrights.novascotia.ca/vaccines-workplace-and-other-public-spaces>).
- Current and satisfactory Criminal Record Check/ Vulnerable Sector Check
- Authorization to legally work in Canada

Application Process

Please forward a cover letter and resume, highlighting your relevant qualifications, as a single PDF file to hospicesociety@nshealth.ca by **4pm February 7, 2022**.

Only those selected for an interview will be contacted.

We strive to provide an accessible candidate experience and will provide reasonable accommodation as required. If you are contacted for an interview, please advise us if accommodation is needed.