



May 1 – October 1, 2021 - Acting Executive Director for Sanctum Care Group Inc.

Sanctum, HART, BEEHIVE and Sanctum 1.5

The Executive Director fulfills a key leadership position at Sanctum Care Group Inc. Under the authority of The Board and reporting to the Chairperson, the Executive Director is responsible for implementing policies and regulations that are consistent with the mission and vision of Sanctum Care Group.

Under direction of the Executive Director, Sanctum Care Group offers a cost-effective approach in providing an integrated and innovative model of care, including infectious disease management, palliative care and transitional housing. The population Sanctum Care Group engages are those living with HIV or at risk of contracting HIV, experiencing homelessness, living with mental illness, addictions, trauma, social isolation. In addition to the high needs and acuity, Sanctum's target population is a population with a complex intersection of these issues that often makes them the most difficult to engage in care.

Key success factors of the Executive Director include ensuring the delivery of appropriate models of care and services, development of staff skills, coordinating between other community services and key stakeholders, and communicating with and engaging donors and funders. These factors are critical to the success of the individuals served by Sanctum Care Group Inc.

RESPONSIBILITIES

Leadership & Management

- Lead on behalf of the Board to deliver the mission, vision and values of the organization.
- Act as a professional advisor to the Board on all aspects of the organization's activities
- Foster effective teamwork between the Board and the ED and between the ED and staff
- Act as a spokesperson for the organization in conjunction with Chair of the Board
- Conduct official correspondence on behalf of and jointly with the Board when appropriate
- Represent the organization within the community health sector to enhance the organization's profile
- Oversee the administration of all the organization's policies

Operational Planning and Management

- Ensure that the organization operates within the strategic, business, ethical guidelines, standards and expectations of its stakeholders, Board, sponsors and funders
- Oversee the day-to-day operation of the organization
- Provide support to the Board by liaising with the Chair to prepare meeting agendas and appropriate supporting materials

Program Planning and Service Delivery

- Maintain and utilize a working knowledge of significant developments and trends related to Sanctum Care Group's programs and services
- Ensure that the programs and services offered by the organization align with and advance the organization's mission and vision and values and reflect the priorities of the Board
- Monitor the day-to-day delivery of the programs and services of the organization, seeking opportunity for quality improvement.



Human Resource Planning and Management

- Oversee the implementation of human resources policies and procedures including the development of employee job descriptions
- Recruit, interview and select staff best suited to further the organization's mission and vision and values and a strong understanding of interdisciplinary teamwork
- Discipline staff when necessary utilizing progressive discipline; release staff when necessary using appropriate and legally defensible procedure

Financial Planning and Management

- Oversee compensation and benefits management
- Approve expenditures within the authority delegated by the Board
- Ensure that sound bookkeeping, and accounting procedures are followed
- Administer the funds of the organization according to the approved budget and monitor the organization's monthly cash flow
- Ensure that the organization complies with all legislation related to taxation, withholding payments and requirements for charitable organizations

Sector Relations/Advocacy

- Maintain positive working relationships within the community health sector, social services sector, with sponsors, funders and other community organizations to achieve the advocacy goals of Sanctum Care Group Inc.
- Identify key influencers within the sector and work with the Board to assure awareness of Sanctum Care Group Inc, its mission, vision, values, and mandate

Risk Management

- Work continuously with the Board to identify, evaluate, and mitigate strategic and operational risks to the organization and its stakeholders.

Communications & Fundraising

- Maintain all aspects of communications
- Use external presence and relationships to garner new opportunities
- Research funding sources and oversee the development of fundraising plans and grant proposals to support program development
- Participate in fundraising activities as appropriate
- Act as 'ambassador' for Sanctum Care Group

QUALIFICATIONS

Education

- Master's Degree in health administration, Public Administration, Social Work or related field, or equivalent in related experience such as community health, social services, and public policy.

Experience & Knowledge

- Experience in management roles, including policy analysis, advocacy, financial management, human resources management, liaising with funding bodies, planning and program development.
- Knowledge of federal, municipal, regional, and provincial health and social service legislation, policies, directives, and non for-profit governance models.
- Experience with the management of a diverse staff contingent