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[childrenshearing.ca](http://childrenshearing.ca)

## **Career Opportunity: Executive Director**

### **Who we are:**

Children's Hearing & Speech Centre of BC (the "Centre") is a not-for-profit family-focused clinical and educational centre teaching children who are deaf and hard of hearing to listen and talk since 1963. Listening and spoken language skills are instrumental in giving the children we serve the skills and confidence they need to fully participate in a hearing world.

The multi-disciplined staff at the Centre work collaboratively with families to help their young children develop listening, spoken language, and literacy skills commensurate with their hearing peers, so they can speak for themselves. The Centre offers on-site audiology; parent guidance for families and toddlers; education for newborns, infants and toddlers; preschool; pre-Kindergarten; Kindergarten to Grade 3; one-to-one therapy sessions; itinerant teacher support to children mainstreamed through Grade 12; and tele-therapy. Children at the Centre learn to listen and speak which prepares them to fully participate in a hearing world.

### **Who we are Seeking:**

We are currently seeking a passionate leader and a strong decision maker, to lead and influence our stakeholders to advance the mission and continue to strengthen the stability of the Centre. Reporting to the Board of Directors, the Executive Director works in partnership with the Principal to administer the day-to-day affairs of the Centre.

The Executive Director is responsible for the strategic development, financial performance, ongoing management, vitality and success of the Centre. In fulfilling the duties of this role, the Executive Director is accountable for carrying out the vision, serving as an advocate for the Centre, managing personnel, maintaining community relations and overseeing marketing and fundraising efforts.

### **Primary Responsibilities Include, but are not limited to:**

- Work closely with the Board of Directors to develop strategic plans and implement said plans using a variety of methods, including, but not limited to, an annual business plan with measurable outcomes, programmatic and fundraising strategies, budgets and staff planning.
- Maintain close working relationships with the Board and Board Committees providing advice, background information and briefing materials on industry trends, strategy and governance/policy.
- Participate in Board and Committees meetings as needed. Submit operational reports prior to each Board meeting.
- Oversee current Centre programs and evaluate future needs.
- Serve as a passionate and visible advocate and spokesperson for the Centre.
- Represent the Centre by participating and serving on key committees, advisory panels, associations and community groups.

- Establish good working relationships and act as a liaison with government and funding representatives.
- Collaborate with the Principal to develop staffing structure that supports efficient delivery of programs and services, accomplishment of major goals and effective overall management. Develop succession plans for administrative staff. Support the Principal in creating succession plans for the program staff.
- Collaborate with the Principal to hire and manage staff, including implementation and ongoing revision of personnel policies; and staff performance review process.
- Work collaboratively with the Controller to ensure adequate financial stability for current operating obligations and long-term sustainability.
- Work in cooperation with the Controller to manage compensation and benefit programs.
- Supervise and collaborate with the Development Officer in the development and execution of fundraising programs. In doing so, direct the active pursuit of and negotiations regarding funding/grant/fee-for-service contract applications to all levels of government and funding sources.
- In collaboration with the Development Officer, assist as the marketing lead to ensure the development and implementation of a robust marketing and communications program.
- Continue to bring thoughtful leadership and best practices to the Centre to continually evolve with trends and create opportunities.

#### **Reporting Relationships:**

- Reports Directly to: Board of Directors
- Direct Reports: Principal, Controller, Development Officer and Office Administrator
- Key Relationships: Board, Government Funders and Partners, Centre staff and community

#### **Knowledge & Experience Required:**

- Post-secondary degree or diploma in a related field and a history of ongoing professional development.
- 10+ years of leadership experience with a proven track record of advocacy and working with government.
- Proven business, financial and fundraising acumen.
- Strong business analysis skills and ability to interpret and make decisions based on results of analysis.
- Demonstrated success in working with not-for-profit boards.
- Possess the presence, maturity, political savvy and professional demeanor to generate respect, inspire confidence and relate effectively with the students, staff, Board, parents and other key stakeholders.
- Passion for children with special needs, education, and learning.
- Familiarity with listening and spoken language development in children who are deaf/hard of hearing is an asset.

#### **Personal Qualities:**

- Integrity: The Executive Director needs to be honest, trustworthy and operating in the best interest of the Centre and the larger community.
- Charisma: Skilled communicator with a compelling presence - ability to speak about the work of the Centre in powerful and inspiring terms, able to command attention and inspire confidence and able to motivate others to follow and give. Strong network within the local community.
- Initiative: Possess confidence to share ideas and pursue opportunities that will generate results for the Centre.
- Team Player: Listens and works collaboratively with the community, staff, families, board members, stakeholders and responds appropriately.

## **Compensation**

- This is a full time role with the opportunity to work a full FTE or a reduced schedule of .7 FTE.
- Salary commensurate with experience in the range of \$80,000 - \$114,000; prorated based on the FTE.
- Benefits include life, long term disability, and extended health and dental; Seven weeks paid time off including 4 weeks during the summer months and paid time off during school winter and spring breaks and enrolment in the Municipal Pension Plan upon permanent status.

## **How to Apply:**

Please email your resume and cover letter indicating why you feel you are a fit for this role to [careers@childrenshearing.ca](mailto:careers@childrenshearing.ca).

We thank all applicants for their interest in serving the Children's Hearing and Speech Centre as our next Executive Director. However, only those selected for an interview will be contacted.