

Job Opportunity: Executive Director

The Canadian Association of the Deaf - Association des Sourds du Canada (CAD-ASC) is seeking an Executive Director who will be responsible for the overall operations and supervision of the organization and is expected to comply with the policies and procedures approved by the Board of Directors.

The Executive Director will lead an effective advocacy work on a wide range of policies and issues impacting the lives of Deaf, Deaf-Blind, Deaf Disabled, and Hard of Hearing Canadians related to human rights, accessibility, and sign languages within CAD-ASC's objectives in the general categories of monitoring, relationship management, government relations, and communication coordination.

This position requires a highly skilled and energetic person to lead the organization's funding, partnerships and resources.

Position Type:	Full-time, starting on February 7, 2022
Hours of Work:	40 hours/week Some evening and weekend work will be required.
Language Profile:	Bilingual in English and French is required. Fluency in at least one of ASL and LSQ.
Compensation:	We offer an excellent salary and benefits.
Reports to:	Board of Directors
Place of Work:	The successful applicant must be based in the National Capital Region. We may cover relocation costs. It is expected that the work may be carried out in a hybrid model, working both from CAD-ASC's office in downtown Ottawa and from home during the COVID-19 pandemic.

Job Description

Leadership:

- Collaboratively develop a vision and plan for the future of the organization to meet its community needs.
- Inspire staff, community members, and other key stakeholders.
- Communicate frequently and clearly with diverse audiences about the organization, its mission, and its projects.

Organizational:

- Supervise staff and contractors related to their duties and responsibilities of the organization.
- Prepares and presents reports, briefs, letters, and presentations on behalf of the organization.
- Monitor legislation affecting the organization and the people it serves, and disseminate information on pending legislation and its potential impact.

Board Relations:

- Implement the policies and procedures of the Board of Directors, and report to the Board at all meetings of the Board or its Executive Committee, and assists in coordination of Board related operations.
- Serve as an ex-officio on all committees or delegate staff member(s) as a representative.
- Assist the Board of Directors in the development of strategic plans and development activities.

Financial:

- Develop and maintain funding sources and assure efficient, high integrity fiscal operations.
- Develop an annual budget to be submitted to the Board of Directors for approval and monitor the budget for the organization.
- Direct procedures for maintaining the financial records of the organization and for meeting all financial reporting requirements.
- Coordinates fundraising plans and campaigns.

Public Relations and Communications:

- Act as primary contact and liaison in all public communications and provides effective coordination with other organizations.
- Supervise staff and contractor persons to shape public relations materials for the approval prior to release to the media or the public.
- Dynamic public signing presentation skills.

Minimum Qualifications:

- Bachelor's degree and at least 5 years equivalent experience working with Deaf, Deaf-Blind, Deaf Disabled, and Hard of Hearing Canadians.
- Knowledge of Deaf culture and Deaf, Deaf-Blind, Deaf Disabled, and Hard of Hearing communities.
- Knowledge of the Accessible Canada Act and of the United Nations Convention on the Rights of Persons with Disabilities.

- Knowledge of laws and rights pertaining to Deaf, Deaf-Blind, Deaf Disabled, and Hard of Hearing Canadians.
- Experience with implementation on dismantling the systemic institutions of different "ism" and creating diversity, equity and inclusion practices including anti-poverty, social justice, and equity lens within the organization.
- Experience with grant application procedures and maintenance.
- Experience with budget and personnel management concepts and practices.
- Ability to advocate clearly & persuasively in person and by correspondence.
- Ability to supervise and work effectively with a team in achieving project management experience.
- Experience with research, analysis, and data collection.
- Proven experience in building partnerships and networks with community and governments.

Please include your resume and cover letter by 10 January 2022 to email address: jobs@cad.ca. We thank all applicants for their interest in this position. However, only candidates selected for an interview will be contacted.

If you require accommodations to participate in the application or interview process, please contact at jobs@cad.ca.

CAD-ASC is committed to the principles of employment equity. Applications from all qualified candidates are welcome; in particular, applications are encouraged from racialized people, Indigenous people, queer and trans people, and women, and Deaf, Deaf-Blind, Deaf Disabled, and Hard of Hearing people.