



Executive Director Planned Parenthood Toronto

Planned Parenthood Toronto is an innovative and responsive non-profit organization that provides clinical services, health promotion and prevention programs, cutting-edge research, and award-winning public education and engagement initiatives that promote healthy sexuality and informed decision-making. We are a non-judgmental, pro-choice agency committed to the principles of equity and to providing accessible and inclusive services in the City of Toronto for youth (aged 13- 29), for young parents, and for women in their reproductive years.

As a fully accredited Community Health Centre with 36 staff, 2 sites, and a budget of \$2.8 million, PPT offers a full range of primary physical care services, such as physicals, STI testing, pre- and post-natal care, mental health and counseling services, and flu shots. Through PPT's community-based clinic and programs, and through enhanced partnerships with area hospitals, midwives, health service providers, and community partners, our goal is to increase positive health outcomes for our clients in their sexual and reproductive choices.

THE OPPORTUNITY

We are seeking a dynamic and inspiring Executive Director to provide visionary leadership for Planned Parenthood Toronto. Reporting directly to the Board of Directors, the Executive Director (ED) will be responsible for leading PPT's strategic direction, for overseeing program and service delivery, and for ensuring the financial health and long-term sustainability of the organization.

CANDIDATE PROFILE

Highly-motivated and charismatic, the ideal candidate will be a forward-thinker and seeker-of-opportunities who will serve as the driving force of our agency's vision and strategy for the future. As Planned Parenthood Toronto's chief executive, the Executive Director will demonstrate sound business management and financial acumen, and will ideally have previous experience as an organizational leader or senior manager. The successful candidate will have a reputation for meeting or exceeding objectives and expectations, and will be experienced in developing business plans to carry ideas through to completion.



An experienced and effective people manager, the ideal candidate will have a proven record of identifying and nurturing talent to help people reach their full potential. With a relaxed, authentic style that quickly puts others at ease, the Executive Director will inspire and champion our dedicated staff to ensure a committed, motivated and energized team. Thoughtful, tactful, and respectful, the successful candidate will possess a high degree of maturity and emotional intelligence.

Knowing when to lead from in front and when to lead from behind, the ideal candidate will be experienced at leading a team or organization through changes. Possessing a straightforward and transparent management style, the Executive Director will be entrepreneurial and outcomes-driven, and will lead with a collaborative approach to continuous improvement of our organization. The successful candidate will also have experience working in a collaborative partnership with a Board of Directors, and will understand how to engage these volunteers and tap into their strengths and skills.

An exceptional communicator who will seek and value input from others, the ideal candidate will have history of developing outstanding relationships with both internal and external stakeholders. The Executive Director will be PPT's spokesperson and keeper of our reputation, and will continuously seek opportunities to build on our outstanding public image. The Executive Director will be responsible for increasing PPT's fundraising capacity, and ideally will have demonstrated success in cultivating and stewarding support from a variety of sources including government, foundations, corporations, and individuals.

Knowledgeable and passionate about sexual and reproductive health, the Executive Director will have experience working in the healthcare or social services system, including the implementation and oversight of programs and service delivery. Awareness of the impact, influence, and function of the Toronto Central Local Health Integration Network (LHIN) will be essential to success in this role."The successful candidate will demonstrate a strong commitment to social justice, particularly in the support of women and youth, and will understand the important intersection between research, education and outreach to the success of our healthcare initiatives.

KEY RESPONSIBILITIES

The responsibilities of the Executive Director include but are not limited to:

Organizational Leadership (30%)

- Provide inspirational leadership to the Board, senior management, staff, and volunteers in order to create a highly motivated, committed, and achievement-focused and service-oriented organization
- Work with the Board and staff to develop a strategic plan for PPT and its programs on a long- and short-term basis, consistent with the goals for the growth of our organization
- Consistently delivering new concepts and innovative solutions to help drive the business forward, ensuring strategic program growth and evolution within the organization's mission and abilities
- Oversee all aspects of fund development for PPT, including goal-setting, budgeting, and analyzing of current and future needs, and stewardship and engagement of partners, donors, and volunteers
- Maintain and manage the existing community partnerships and fund raising programs, and develop and implement new initiatives to ensure growth
- Serve as PPT's lead spokesperson to media, government, funders and other stakeholders, ensuring a clear, consistent message in all communications

Operations & Ongoing Agency Management (50%)

- Oversee employee management & staff development, ensuring that PPT is optimally organized and staffed to fulfill service and program delivery and to achieve its vision and long-term goals
- Oversee the development and implementation of effective human resource initiatives such as leadership development, performance management, succession planning and other training and development programs
- Ensure that sufficient resources are in place to meet the financial demands of the administration, services, and programs
- Oversee financial systems and reporting, budget forecasting and administration, and monitor overall financial performance, cash flow, and adherence to control measures
- In partnership with senior management, evaluate the program through qualitative and quantitative avenues to ensure optimal programs and services are provided
- Ensure safety and sustainability of physical operations and assets through a pro-active maintenance and budgeting program
- Oversee all office systems including office space, information technology and database
- Ensure all organizational policies, procedures and practices support the values and objectives of the organization

Risk Management & Regulatory compliance (20%)

- Ensure regulatory integrity of the organization both on a long-term and day-to-day basis
- Ensure that Multi Sector Service Accountability performance targets are met, as per PPT's agreement with the Toronto Central LHIN
- In consultation with outside professionals as considered necessary, ensure overall compliance with all applicable laws and regulations and ensure all regulatory filings and/or remittances are made on an accurate and timely basis
- Ensure that proper legal, insurance, and regulatory policies, practices and controls are in place and operational to manage risk and liabilities, including contingencies, and to safeguard the assets and viability of the organization

FOR MORE INFORMATION

Professionals who would like to learn more about this exciting opportunity are invited to contact Tara George at KCI via telephone at 416-340-9710, ext. 254 or via email at PPT@kciphilanthropy.com

Candidates should ensure that resume and covering letter are submitted via email by July 8.

