



Lucas Professional Search Group is excited to partner with The Ontario Disability Employment Network, to assist them in the search for their new Chief Executive Officer.

The Ontario Disability Employment Network (ODEN) has over 100 members agencies, all in the business of helping people with a disability get into the workforce. ODEN is a professional body of employment service providers united to increase employment opportunities for people who have a disability.

*“Members are from every corner of the province and support people of all disability types. Beyond Ontario, we have connections with organizations in most provinces and territories of Canada.”*

From your home office, the successful candidate will report to the Board of Directors and serve as the leader of the organization as its primary public representative. You will collaborate with the Board, staff and community to ensure that the organization fulfills its mission and advocates in the best interest of its members, clients and funders.

#### Key Accountabilities:

- Collaborate with the Board of Directors to define and articulate ODEN’s vision and develop strategies for achieving that vision
- Represent ODEN at large community events to enhance the organizations community profile
- Develop and monitor strategies for ensuring the long-term financial viability of the organization
- Work with the staff and the Finance Committee to prepare a comprehensive budget and secure adequate funding for the operation of ODEN
- Research funding sources, oversee the development of fund raising plans and write funding proposals to increase the funds of the organization
- Ensure that the operation of ODEN meets the expectations of its clients, the Board and its Funders while remaining in compliance with legal and regulatory requirements
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate
- Ensure that personnel, client, donor and volunteer files are securely stored, and privacy/confidentiality is maintained
- Oversee the planning, implementation and evaluation of the organizations programs and services and special projects
- Determine staffing requirements for organizational management and program delivery
- Oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting annual performance reviews
- Maintain positive relationships internally and externally with members, organizations affiliates, and various levels of government, media, business community and the broader community

- Influence and foster a corporate culture that promotes ethical practices, encourage individual integrity and represent the organizations' in a way that enhances and maintains the its reputation
- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization
- Identify and evaluate the risks to the organizations people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks
- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage and the staff understands the terms, conditions and limitations of the insurance coverage
- Act as a spokesperson for the organizations on public policy positions approved by the Board, or any other matters of public interest

Qualifications:

- A post-secondary education from a recognized College or University in a related field of study
- A minimum of 5 years in a senior management role and progressive leadership experience
- A background in the disability sector with knowledge in supported employment services is a must
- Experience working on a board is considered an asset
- Experience in dealing with senior levels of government, as well as leading the day-to-day management of operations of an organization
- Knowledge of leadership and management principles as they relate to non-profit/ voluntary organizations
- Knowledge of all federal and provincial legislation applicable to voluntary sector organizations including: employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI and health coverage
- Knowledge of human resources, financial and project management
- Proven experience in strategic planning and financial management
- Politically astute with sound knowledge of current legislation and policies
- Demonstrated vision and influential leadership skills, along with excellent managerial and motivational public speaking skills
- An expressed passion for advocating and community outreach
- Experience overseeing the development of volunteer-driven programs and fundraising activities
- A strategic, innovative and forward thinker
- Ability to work autonomously from home office with regular travel across the GTA and Ontario

If you feel you meet the above requirements and have relevant experiences, please forward your resume to Lucas Professional Search Group to the attention of Janine Gaudette at [janineg@lucaspsg.ca](mailto:janineg@lucaspsg.ca) or 519 988 1000,

**We would like to thank you for your interest, but only qualified candidates will be considered.**