

## EXECUTIVE DIRECTOR: JOB POSTING

**Partners for Planning** is a non-profit organization that provides resources and supports to children and adults with a disability designed to empower them to plan for and create a full and meaningful life and secure future. Each day our relatives and friends with disabilities display huge courage in handling their challenges. As an organization, it is our privilege to work alongside them in this same spirit of resilience. Personally, and professionally, we are aware of the many complex challenges families and caregivers experience in creating a good, safe and secure life for loved ones living with a disability. At the same time, we genuinely view such challenges as exciting opportunities for positive change, within our families and beyond. Truly we believe that together we can transform lives, strengthen our communities and make the world a better place.

With financial support from the Ministry of Children, Community and Social Services, the P4P Planning Network provides a wealth of practical strategies, creative tools and sustainable solutions designed to help families and caregivers take charge of the future, today.

Social inclusion, opportunities to contribute in a meaningful way, relationship development and the right to make choices are key elements of a good life. Our Independent Facilitation work is an ongoing process that supports an individual with a disability to fulfill these objectives, develop their vision for future and take the steps necessary to work toward their goals and dreams.

Partners for Planning is seeking a strategic, passionate and talented leader for the position of Executive Director to continue to lead us toward our vision: A world where every person with a disability has a life of choice and autonomy; financial security; has the loving support of friends and family; has a home of their own choosing and participates and contributes fully to their communities.

Reporting to an engaged volunteer Board of Directors, the Executive Director will play a central role in the successful leadership and management of P4P according to the strategic direction set by the Board of Directors. The Executive Director's primary mandate is to ensure that the organization's long-range strategy achieves its mission and makes consistent and timely progress on its goals. Responsible for establishing and executing major goals and objectives for P4P, the ED will implement policies established by the Board, providing leadership, direction, and guidance of P4P's activities. Analyzing and evaluating the effectiveness of the P4P operations, the incumbent will be the ambassador of P4P, representing the organization to government, other agencies, strategic partners, stakeholders, and the public. Other key responsibilities include program development and administration, allowing for the optimal use of organizational finances, staff, and resources as well as financial leadership by managing budgets and monitoring long-term strategic fiscal plans.

The Executive Director will manage a team of six staff. Some travel is required, and ED will be required to work flexible hours based on the needs of the organization. Our studio is located in Toronto and we are open to hybrid working arrangements.

## Requirements of the Position Include:

1. Lead and mentor a skilled communications team to design, deliver and evaluate efficient, effective resources and supports that anticipate the planning needs of people living with a disability and their families.
2. Collaborate with the Board of Directors and senior staff to set strategic priorities and execute an operational plan that builds on P4Ps strong brand and impact on the disability sector
3. Maintain strong working relationships with government, strategic partners, and other stakeholders.
4. Experience creating and managing budgets. Exercise prudent and responsible financial stewardship for a current budget of approximately \$500,000, ensuring complex funder reporting requirements are met.
5. Recruit, hire, coach and empower a diverse team and foster a culture of trust and belonging.
6. Have a solid understanding of the disability sector gained through a minimum of 6 – 8 years of progressive leadership experience in the non-profit or a related sector with at least 5 years in a senior management role.
7. Knowledge and experience of inclusive and progressive individualized models of support for people with disabilities with an appreciation of the core values that drive our mission (autonomy, citizenship, contribution, and valued roles)
8. An undergraduate degree and/or equivalent combination of education, training, and relevant experience.
9. Comfort level in working autonomously and creating structure where necessary. Willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
10. Solid operational leader, possessing an entrepreneurial flair, knowledge of fiscal management and responsibility, business finance, contracts, and partnerships. Successful track record developing proposals for and managing projects with funding organizations and foundations.
11. Technologically savvy with a strong knowledge of innovative communication and adult learning models as well as digital production processes.
12. Effective attention to detail and a high degree of accuracy.
13. High level of integrity, confidentiality, and accountability.
14. Sound analytical thinking, planning, prioritization, and execution skills.

**If you believe in the importance of our mission and you have the talent and passion to continue to lead us toward our vision: *A world where every person with a disability has a life of choice and autonomy; financial security; has the loving support of friends and family; has a home of their own choosing and participates and contributes fully to their communities, you are the Executive Director we are seeking.***

Our current Executive Director is retiring and we anticipate a three month orientation/transition period.

Partners for Planning is an equal opportunity employer and is strongly committed to inclusion and diversity. We offer a competitive salary and benefit package, commensurate with experience, skills, and qualifications.

**Qualified applicants are invited to respond by emailing a cover letter and resume to [P4PHR@dafrs.com](mailto:P4PHR@dafrs.com). This posting will close at 5pm on August 19, 2022.**

We thank all who apply. Only those candidates selected for an interview will be contacted.