

Position Title:	Senior Director, Programs and Partnerships
Status:	Full-time, permanent
Reports to:	President and CEO
Work Location:	4 days in office and 1 from home
Salary Range:	\$104,000 to 119,000
Hours:	37.5 hours/week
Benefits:	Competitive benefits package, paid leaves and pension
Application Deadline:	February 26, 2024

The Ottawa Cancer Foundation

The Ottawa Cancer Foundation (TOCF) offers services through a multi-faceted approach to ensure it meets the diverse needs of those living with cancer, caregivers, family members and health care professionals.

We are Ottawa's only Community Cancer Hub for local cancer patients to access non-medical care including lifestyle programs and services, mental health support and cancer system navigation.

Purpose of the Position:

The Senior Director, Programs and Partnerships, is a strategic leadership role responsible for overseeing the comprehensive functions of the Community Cancer Hub, Cancer System Navigation and outreach programs. This position plays a pivotal role in the development, implementation, and day-to-day management of TOCF's key client-facing programs. Responsibilities also include program evaluation, reporting, presentations, public speaking, establishing relationships with stakeholders, and negotiating service delivery agreements.

ACCOUNTABILITIES

Operational Leadership:

- Oversee the daily operations, including programming and staffing resources.
- Promote a culture of collaboration by building meaningful and authentic relationships.
- Monitor and update operational plans for all programming ensuring alignment with the organization's vision, mission, and strategic goals.
- Provide input to the CEO regarding potential risks and mitigation strategies related to the programs.
- Participate in Board meetings and provide reports as required.

Program Development and Evaluation:

- Collaborate with stakeholders to identify potential partners, negotiate and monitor partnership agreements, including fee for service agreements, and operationalize these collaborations.
- Update the existing program evaluation framework to ensure the effectiveness of the programs offered by TOCF.
- Regularly assess the impact of programs on the community, feedback from clients and stakeholders, and adjust as needed for continuous improvement.
- Collaborate with team members and the CEO to develop and monitor the key performance indicators, ensuring timely reporting of information that measures and evaluates the quality of care and service delivery to clients.
- Ensure accurate statistical records for all programs and services are maintained in order to provide comprehensive details to funders and donors.

Grant Writing and Fundraising:

- Collaborate with the fundraising team to identify potential grant opportunities and contribute to the content of grant proposals to secure funding for TOCF programs.

Strategic Partnerships and Community Engagement:

- Work with the CEO to identify and cultivate strategic partnerships with the local hospitals, healthcare professionals, government and funders.
- Represent the Foundation at conferences, seminars, and networking events to strengthen relationships within the healthcare and cancer support communities.
- Foster collaborative research initiatives with academic institutions and research organizations to contribute to advancements in cancer care and support services.
- Work with the CEO to foster a collaborative community development approach that encourages rich engagement with potential stakeholders and connections with the community.
- Develop and execute a strategy to raise awareness of the programs, with a focus on marginalized groups and eliminating barriers to access.
- Collaborate with the community engagement and philanthropy team to engage and educate the community about the services offered.

Financial Oversight:

- Work in collaboration with the CEO and the finance team to monitor revenue and expenses and oversee the budgeting process to ensure responsible resource allocation.
- Collaborate with the finance team and philanthropy to manage grant budgets for special projects.

Human Resources and Quality Assurance:

- Champion a culture of continuous improvement and recommend the development of policies, procedures, and systems to enhance service delivery and client outcomes.
- Ensure the development and adherence to evidence-informed standardized protocols and pathways for consistent, client-centered collaborative care.
- Lead the recruitment, hiring, and onboarding of staff for the programs, ensuring a qualified and diverse workforce.
- Manage employee relations, including conflict resolution, performance management, and professional development.
- Foster a positive and inclusive work environment, promoting teamwork, collaboration, and staff engagement.
- Stay updated on industry trends, best practices, and relevant certifications. Encourage and facilitate the professional development of the program team.

Crisis Management:

- Review and update crisis management plans to address unforeseen challenges or emergencies that may impact the health and safety of clients, volunteers and employees or the operations or reputation of TOCF.

Education/Experience/Qualifications:

- Master's level degree in health administration, a related field or equivalent training and experience.
- Minimum of fifteen (15) years of health and/or social services experience.
- Minimum of five (5) years of management experience.
- Experience promoting a culture of open and accessible partnership built on diversity, equity and inclusion of all voices.
- Superior communication and presentation skills, with the ability to effectively communicate at all levels.
- Excellent leadership skills, facilitation skills and the ability to maintain effective relationships with health and social care service providers, community organizations, and decision-makers.
- Significant experience in strategic leadership, funding applications, evaluation, and quality improvement processes.
- Strong critical analysis, problem-solving, planning, decision-making, organizational and change management skills.

Conditions of Employment:

- Permanent, full-time, occasional weekends or evenings may be required for events

Special requirements:

- The successful candidate will be asked to provide a current criminal records check

The Ottawa Cancer Foundation will provide accommodations for employees with disabilities. If you require a specific accommodation because of a disability or a medical need, please do not hesitate to let us know how we can support you.

We are an equal opportunity employer. All employment decisions are based on business and job requirements. All qualified applicants will receive considerations for employment based on individual qualifications, without regard to age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status (including single status), gender identity, gender expression, sexual orientation or any other status protected by the laws or regulations in Ontario.

How to Apply

Please submit your letter of interest along with your résumé on or before February 26, 2024 to npraamsma@ottawacancer.ca.

Please note the following:

- The subject line of your email should read “Senior Director Programs and Partnerships”
- The file name for your resume should read: “(last name)_(first name)_ Resume”
- The file name for your cover letter should read: “(last name)_(first name)_ Cover Letter”

We know applying to a job takes time and thank all candidates for their interest. Only short-listed candidates will be contacted for an interview.