



Hospice Miramichi Inc. (HMI) seeks to raise the awareness of the unique needs of those living with life threatening illnesses where cure is not an option and medications are no longer controlling the condition. Since 2011 HMI has been working within the Miramichi region to provide practical care and support for clients and families in their homes, in nursing homes, hospitals and special care homes.

Our staff and volunteers are trained to provide practical and emotional support during the end stages of life and through the grieving process.

Hospice Miramichi is the only hospice in New Brunswick to offer day programs to those living with life threatening illnesses

Our hospice services will expand to residential palliative care in early 2021 when construction of a new facility is complete.

Due to our growth and expansion, we are calling for interest in the following position:

Executive Director

LOCATION

Hospice Miramichi Inc. is located in Miramichi, New Brunswick. This position will be based out of our temporary office at 50 Airport Drive, Miramichi, NB, until such time that our new facility is operational.

JOB SUMMARY

Reporting directly to the Board of Directors, the Executive Director is the key management leader of Hospice Miramichi Inc. responsible for the development and implementation of effective strategic plans, programs, and policies consistent with the Board of Director's objectives, directives, and the corporation's mission statement.

Accountable for the fiscal integrity, direction and management of the Corporation, the Executive Director shall provide the necessary facilities and services for efficient operation of the Corporation.

DUTIES AND RESPONSIBILITIES:

Governance

- Work with the Board of Directors to fulfill the corporate mission and seek their involvement in policy decisions, fundraising initiatives, and overall visibility of the organization.
- Communicate with the Board of Directors and Board Committees on a regular basis.
- Provide timely and accurate information to the Board of Directors to function properly and make informed decisions.
- Attend board meetings at the pleasure of the Board of Directors.

Strategy

- Implement programs and policies to align with mission statement objectives, ensuring they are up to date and relevant within the current business environment and that the organization is managed in line with legislation.
- Research, identify, develop, and implement growth strategies and opportunities.
- Establish and maintain good relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
- Be active and visible in the community; advocate on behalf of the Corporation; envision and effectively communicate the corporate mission and strategic future to staff, donors, volunteers, and the community.

Financial

- Prepare and submit a proposed annual budget to the Board of Directors.
- Prepare monthly financial statements for the Board of Directors which accurately reflects the financial position of the organization.
- Operate within the approved budget to ensure maximum resource utilization.
- Responsible for the day-to-day financial operations of the Corporation.
- Analyze accounting and financial data.
- Research, identify and develop potential sources of revenue and funding necessary to support the mission.
- Engage in fundraising programs.

- Procure materials and services in an efficient manner authorizing purchases in accordance with approved budget.

Operations

- Manage daily operations in a manner that supports and guides the corporate mission as defined by the Board of Directors.
- Establish and manage employment and administrative policies and procedures.
- Implement any new legislation, regulations, policies, and procedures relevant to operations.
- Hire, retain, and motivate competent, qualified staff ensuring compliance with employment and equality legislation and accepted good practice. Conduct annual performance reviews.
- Prepare reports and give presentations
- Undertake other duties as assigned by the Board of Directors

QUALIFICATIONS

Combination of education and experience in administrative duties plus strong abilities to work with volunteers and staff as well as other community partners.

Knowledge of processes that demonstrate fiscal responsibility and able to manage those processes.

Demonstrates a positive outlook while working with others and can work flexibly in a changing environment.

Have abilities/knowledge/experience/education in areas dealing with accounting software, filing, organizational communications, scheduling, inventory.

Demonstrated abilities to work independently and with flexible hours to complete tasks with deadlines.

Knowledge of the New Brunswick healthcare system as well as experience with non-profits, including pertinent government regulations will be an asset.

Condition of employment includes a current Criminal Records Check suitable to our Board of Directors.

Salary will be based upon education, skills, knowledge, and experience of the successful candidate.

APPLICATION AT MINIMUM SHOULD CONTAIN:

- Cover letter
- Resume – citing education and a thorough description of relevant experience, qualifications, and skills
- References – the names and telephone numbers of three references, at least two of whom were your direct supervisor or equivalent.

- Other supporting documentation that you feel will support your application for this position. This documentation will not be returned.

Forward application as soon as possible to:

Ken MacDonald,

Chairman Human Resources Committee,

Hospice Miramichi Inc

Via e-mail HR @ hospicemiramichi.com

This posting will remain active until a suitable candidate has been found.

Thank you for your interest.

Only those candidates selected for an interview will be contacted.