

Position Title: Executive Director

Reports To: Board of Directors

Location: Remote

Employment Type: Full-time

Start Date: Immediate

About the Canadian MPS Society

Founded in 1984, the Canadian Society for Mucopolysaccharide and Related Diseases Inc. (The Canadian MPS Society) is a not-for-profit organization, serving Canadian patients and families affected by MPS, a rare genetic disease. Our vision is to support and empower all Canadians affected by MPS and related diseases to live their best life. Our objective is realized through financial assistance, community support, education, advocacy and advancing research.

Position Overview:

We are seeking an experienced and dynamic Executive Director looking to make a significant daily impact in the lives of Canadian MPS families, while taking an innovative and creative approach to the growth of the organization. The Executive Director oversees current operations and activities and will work closely with relevant stakeholders (patients, families, researchers, industry partners, board of directors etc.) to ensure the effective management and delivery of our programs and services. An ideal candidate will have experience in community leadership, with the ability to effectively raise funds, drive strategic initiatives forward and inspire a team. National and international travel is required with this position.

Key Responsibilities:

1. Leadership & Strategy

Provide visionary and empathetic leadership while collaborating with the Board of Directors to set and monitor organizational goals and develop aligned annual operating plans.

2. Program management

Oversee current programs and services, and create innovative member support initiatives.

3. Fund Development:

Develop and implement a multi-tiered fund development strategy, manage donor relationships, prepare grant applications and support member fundraising events.

4. Financial Management:

Develop and manage the annual budget, track finances and ensure accurate reporting.

5. Advocacy & Public Awareness:

Lead communication and advocacy efforts to raise awareness and influence policy, develop multi-channel public awareness campaigns and, collaborate with partners and other rare disease not-for-profits.

6. Partnership Development:

Build strong relationships with relevant stakeholders, including pharmaceutical companies, researchers and other adjacent not-for-profit organizations.

7. Event Planning:

Plan biennial MPS Family Conference and other special events, including logistics, programming and stakeholder engagement.

8. Staff & Volunteer Management:

Supervise and train staff and volunteers to support organizational functions.

9. Risk Management:

Ensure compliance with legal requirements and address urgent patient and member needs.

Qualifications:

- **Education:** Post secondary degree in Nonprofit Management, Public Health or related fields (Bachelors preferred)
- **Experience:** 5-7 years of nonprofit leadership, healthcare or rare disease experience
- **Skills:** Strong leadership, successful experience in fundraising, abilities in financial management, communication and event planning
- **Attributes:** Passionate, collaborative, innovative and determined
- Must be a Canadian citizen or permanent resident

Compensation:

- Competitive base salary (\$75,000 - \$85,000/year) with performance-based bonus for fundraising efforts
- Remote work available
- Annual stipend in lieu of benefits
- Three weeks paid vacation
- Professional development opportunities

How to Apply:

Submit your resume, cover letter, and references to hire@mpssociety.ca by November 8th, 2024. Only shortlisted candidates will be contacted.