



Improving the Sexual Health of East & Southeast Asians

JOB POSTING

Position Title: Executive Director

Organization Summary

Asian Community AIDS Services (ACAS) is a charitable, non-profit, community-based organization located in Toronto, Canada. We provide safer sex education and services to the East and Southeast Asian communities and support services to persons living with HIV/AIDS (PHAs) and members of the LGBTQ+ communities. ACAS is committed to building a workforce that reflects the communities we serve and to promoting a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace.

We invite all interested individuals to apply and encourage applications from people with disabilities, racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions. We encourage applicants with lived experience of HIV/AIDS, Hep C, and/or of East and/or Southeast Asian and LGBTQ+ communities to apply.

If a reasonable accommodation is required to fully participate in the job application or interview process (e.g., online meeting), to perform the essential functions of the job, and/or to receive all other benefits and privileges of employment, please contact us at job@acas.org.

Position Summary

The Executive Director (ED) reports to the Board of Directors and is primarily responsible for the organization's overall management, ensuring that all decisions and actions are consistent with the operational purpose, policies and standards of the organization. The ED is also held accountable for establishing and implementing ACAS' strategic goals and objectives through the effective operation of the organization. This includes identifying opportunities for fostering the wellness of PHAs and LGBTQ+ populations, as well as maintaining a database of members, agencies, service providers, donors, sponsors and other organizational stakeholders.

The ED role also involves preparing the annual business planning process and tracking its implementation, along with compiling an annual report. As part of the role, the ED identifies, mitigates, and monitors risks to the organizations' people, finances and reputation. Commitment to collaborations, partnerships and cooperative relationships is a core value of the ED.

The Executive Director is required to work in ways that are respectful and inclusive of all service users, staff and volunteers and promotes the mission and values of ACAS. This includes the commitments to the greater involvement and meaningful engagement of people living with HIV/AIDS (GIPA/MEPA), anti-oppression, anti-racism, anti-discrimination against sexual minorities, harm reduction and commitments to equity and social justice.



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Areas of Duties:

Organizational Management

Administration

- Develop an operational plan that incorporates goals and objectives toward the strategic direction of the organization
- Coordinate the efficient management of records, office space (including relocation and/or office space expansion project) and systems, equipment and hours of operation
- Manage and monitor organization-wide policies and procedures, ensuring they meet or exceed compliance requirements and best practice standards

Human Resources

- Recruit, hire and manage a small team of up to ~15 employees
- Manage relationships among employees, volunteers, the Board, and contractors
- Implement and uphold human resources policies and procedures, conducting staff evaluations on a regular basis and addressing all personnel-related matters

Finances

- Plan, monitor and report on the annual budget, while managing risks that could significantly impact the organization
- Ensure financial statements are regularly updated and reported to the Board
- Process financial inquiries, maintain sound bookkeeping and accounting practices, and ensure compliance with financial controls and budget guidelines

Development and Sustainability of Initiatives

Programming

- Provide assistance to staff in the design, coordination, delivery and evaluation of programs and services
- Ensure each program meets the standard procedures and protocols, as well as the objectives of projects and funders
- Attend all program sub-committee meetings as directed by the Board

Funding and Fundraising

- Develop and coordinate the organization's fundraising strategy, engaging the Board and volunteers for sustainable individual, corporate, and foundation donations.
- Compile consistent and regular reporting to funders on activities and programs
- Foster positive relations with donors and various organizations in achieving fundraising goals, supporting the ACAS Events & Fund Development Coordinator, as needed

Stakeholder Relationships

Community Relations and Public Affairs

- Oversee the organization's public profile and act as an ambassador for ACAS and its stakeholder communities
- Liaise with community organizations, groups and networks to foster and maintain positive relations, and build capacity
- Manage relations with the media and the production of promotional materials



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Board Governance

- Collaboratively work to inform, engage and mobilize Board members in an open, transparent and trusting partnership, ensuring they receive advice, recommendations and information in an effective, thorough and timely manner
- Attend all Board meetings and organizational committee meetings
- Perform specific tasks as assigned by the Board in the interests of the organization

The Board Committee will regularly evaluate the work of the Executive Director.

Job Qualifications

- Post-secondary education equivalent or minimum 3-5 years of working experience in areas of community services, health administration or human resources; or holding a position in senior leadership
- Demonstrated managerial experience in office, program, finances and staff supervision, including proficiency in fundraising and managing multiple budgets, and excellent written and verbal communication skills
- Extensive knowledge and experience working with HIV/AIDS, 2SLGBTQ+ and other marginalized or vulnerable groups; experience with East and Southeast populations is an asset
- Minimum 3 years of working experience with East and/or Southeast Asian communities
- Ability to work collaboratively within and across teams
- Experience working in non-profit, community-based or small-sized organizations is an asset
- Fluency in one or more East or Southeast Asian languages is an asset

Full-Time Permanent Position: 37.5 hours per week; flexible hours expected.

Work Model and Location: Hybrid. The office is in the City of Toronto.

Expected Salary Range: Commensurate with experience, range of \$75,000 to \$80,000 CAD.

Expected Start Date: February 21st, 2024.

Those who are interested in applying, please email your resume and cover letter by end of day January 19th, 2024 to job@acas.org.

ACAS is committed to employment equity and encourages East and Southeast people living with HIV/AIDS, women, and members of the LGBTQ communities to apply and self-identify.

We thank all applicants for their interest in the position. However, only shortlisted applicants will be contacted for an interview.