



BLACK PHYSICIANS OF CANADA
MÉDECINS NOIRS DU CANADA

Website: www.blackphysicians.ca

E-mail: info@blackphysicians.ca

Twitter: [@blackdocscanada](https://twitter.com/blackdocscanada)

Instagram: [@blackphysiciansofcanada](https://www.instagram.com/blackphysiciansofcanada)

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LinkedIn: Black Physicians of Canada

Black Physicians of Canada Executive Director Job Description

Organization: Black Physicians of Canada

Job Title: Executive Director

This is an excellent career opportunity for an individual passionate about the diversification and health of Black Canadians. Black Physicians of Canada (BPC) is a Black-led, national, federally incorporated, non-profit organization that unites, supports, amplifies and empowers Black physicians, physicians-in-training, and the Black community in what is now known as Canada. Our core values are Community building, Advocacy, Mentorship and Education. As a young and growing Board of Directors we are in need of a strong candidate to continue to further our goals and surpass the excellence the BPC has achieved thus far.

Black Physicians of Canada encourages diversity within its community and welcomes applications from 2SLGBTQIA+ persons, persons with disabilities, and others who may contribute to the further diversification of ideas.

Job description:

The Executive Director will report to the Board of Directors, ensure an open and transparent working relationship, provide support and guidance to ensure that the governance and oversight functions of the Board of Directors are carried out effectively. The Executive Director is responsible for providing operational, organizational and strategic leadership necessary for the effective and efficient planning, development and execution of the organization's goals and operational and strategic priorities.

The role includes providing leadership and direction, expanding administrative support, being responsible for human resources, developing and articulating BPC's vision, mission and objectives, overseeing the development of BPC's strategic and business plans, as well as overseeing finances including budgeting and fundraising. The role also involves building strong and positive relations with: national and provincial governments, professional, advocacy, civic and private organizations, the media, the community, and the Board of Directors. Specifically, at the direction of the Board members, the position oversees the entire management and operation of the organization including and not limited to the areas of training, fiscal management, membership growth, board development, communications and other events. The candidate should aim to accelerate the growth of the BPC and ensure that BPC's mission is fulfilled. The Executive Director will be subject to performance appraisals by the Board, for issues relating to the day-to-day operation of the Organization.



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ROLE SCOPE

Leadership, Management and Support to the Board of Directors:

- Demonstrate a commitment to the vision, mission and values of Black Physicians of Canada and demonstrate an ability to further develop organizational strategy
- Responsible for all aspects of the day-to-day management and operation of the organization and oversee the day-to-day operations and staff of BPC
- Support the BPC's Board and assist the transition from a Working to a Governance Board
- Lead the design, execution and evaluation of member programs, activities and events
- Apply and obtain charitable status for BPC
- Demonstrate up-to-date knowledge of management systems and practices relevant to the management of the organization in the charitable sector
- Demonstrate strong organizational and leadership skills to support the efficient operation of the organization
- Establishing and maintaining relevant operations and administrative systems, policies and procedures for all key functions of the organization
- Report to and work closely with the Board of Directors, carrying out the Board directions, priorities and policies
- Provide accurate information and reports to the Board of Directors necessary for the Board to perform its governance and oversight functions effectively
- Support the Board of Directors and its committees in achieving their objectives and participates in committee meetings as necessary

Strategic and Operational Planning

- Work collaboratively with the Board of Directors to develop a strategic plan, on the implementation of the strategic directions, and on a yearly review of the strategic plan
- Develop and execute an operational and business plan (including management of grant funds) aligned with the strategic plan and reporting to the Board quarterly on its progress
- Recruit, coach and manage BPC staff and volunteers
- Manage BPC contractors

Finance, Administration and Risk Management

- Increase and diversify overall funding through active fundraising programs and



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grants

- Develop an annual budget approved by the Board and ensure the operations of the organization are executed within the budget constraints, and that accurate books of accounts and financial systems and controls are maintained
- Foresee, mitigate and manage financial, operational, and reputational risks, ensure that the board is fully informed of any risk or liability issues that could pose a risk to the assets or the reputation of the organization, and that the Board of Directors and Management is protected from liability through up-to-date liability insurance and training
- Ensure that reports to government and funders are complete, accurate and submitted on time, obtaining board approval where necessary
- Be responsible for the fiscal integrity of BPC, to include submission to the Board of Directors a proposed annual budget and quarterly financial statements

Human Resource Management

- Create and support a positive organizational culture for staff and volunteers including board volunteers
- Ensure that staffing needs are met through establishing up-to-date staffing plans and demonstrate an ability to effectively supervise, train, coach, mentor, manage and evaluate the performance of team members

Fundraising and Resource Development

- Ensure that there is an up-to-date fund development strategy to guide fundraising and resources development activities
- Demonstrate the ability to cultivate, manage and secure resources to support the organization's operations and sustainability, including but not limited to preparing persuasive and defensible grant applications and proposals to funders
- Maintain an awareness of development and partnerships opportunities relevant to the organizations, taking necessary steps to leveraging opportunities to the benefit of the organization, either directly or by providing advice to the Board of Directors and the Sustainability Committee

Public Relations and Stakeholder Management

- Develop communication and engagement strategies with key BPC stakeholders
- Represent BPC effectively and appropriately with members and stakeholders (colleague organizations, government, government organizations, funders, corporations, community partners, and other non-profit organizations)



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- Engage frequently with the community including through on-the-ground initiatives
- Demonstrates an ability to expand the organization's national presence and facilitate consistent communication and involvement among organizational stakeholders
- Ensure the organization has a robust and effective internal and external communication plan, and that all communications materials accurately represent and positively reflect the work of the organization

QUALIFICATIONS AND SKILLS:

- A minimum of five years of experience in progressively senior roles, gained in social justice and community organizing, public or not-for-profit sectors, or charitable organizations
- An understanding of social determinants of health, health equity, systemic racism, healthcare and social services systems in Canada
- Post secondary degree in public policy, public management, business administration or related field required (Masters degree is preferred)
- Excellent organizational and leadership skills and demonstrated ability to direct and support the efficient day-to-day operation of all key functions of the organization
- Strong financial oversight and budget management skills including budget preparation, management, analysis and reporting
- Strong fundraising, proposal and grant writing and revenue generating skills and experience in fundraising and generating new revenue streams, donor relations, and a strong understanding of the funding landscape
- Demonstrated ability to effectively supervise, train, coach, mentor, manage and evaluate the performance of staff
- Demonstrated ability to develop, implement and effectively communicate organizational strategy to staff, donors, community partners and members
- Demonstrated experience cultivating successful relationships with a wide range of stakeholders including members and volunteers, organizations, funders, community partners, government departments and agencies and elected officials
- Experience working with government institutional mandates, healthcare policy and guidelines related to minority communities is preferred
- Experience in project and risk management
- Ability to lead constructive discussions and drive strong team performance
- Strong verbal and written communication skills, with the ability to inspire confidence and enthusiasm among external partners
- Outstanding people manager with the ability to retain best in-class staff, energize and engage volunteers, partners, and funders whilst creating excitement about



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the vision and values of BPC

- Strong public speaking skills
- Excellent written and oral communication skills
- Strong work ethic, a high degree of energy, and a commitment to transparent and collaborative leadership

INFORMATION ABOUT THE ROLE

Work Conditions

- Black Physicians of Canada is currently using flexible hybrid working model, where employees can work from home but should be in-person when in-person events are held (a few times a year)
- This role may require in-person interactions with stakeholders
- The standard work week is Monday to Friday, some evening or weekend hours are anticipated, 40 hours per week
- Changes to shift start and end times may be required based on operational needs

Salary

- Remuneration will be dependent on qualifications and experience
- Annual Salary Range: \$111,972 - 144,480
- Black Physicians of Canada offers extended health benefits and a wellness spending account to all full-time employees

Interested candidates should submit a cover letter and resume for immediate consideration to info@blackphysicians.ca

BPC is an equal opportunity employer