



P.O. Box 13564, 3-3221 Derry Road West
Mississauga, ON L5N 8G5
www.deafliteracy.ca

Deaf Literacy Initiative (DLI) is a non-profit provincial umbrella organization that provides accessible and culturally relevant training, research, networking and resources to the Deaf and Deaf-Blind literacy community in Ontario. DLI strives to develop classroom resources that capitalize on emerging technologies that allow us to incorporate American Sign Language (ASL) into every resource.

At this time Deaf Literacy Initiative is seeking applications for the full-time position of

EXECUTIVE DIRECTOR

To apply, please submit your cover letter and resume in a PDF format by email to christine.nelson2001@gmail.com no later than 5 pm on Wednesday, October 20, 2021. Late submissions will not be accepted.

Salary is commensurate with experience. The candidate will work 4 days a week to start, with a possible increase to 5 days based on successful project funding. Expected start date in early March 2021, by mutual agreement.

EXECUTIVE DIRECTOR

POSITION SUMMARY

Reporting to DLI Board of Directors, the Executive Director is responsible for the day-to-day operations while managing the office of Deaf Literacy Initiative and overseeing the development and delivery of its programs and services. This includes external communications, policy development, financial administration and community and stakeholder relations.

The successful candidate will serve as the primary spokesperson and work with the DLI Board of Directors in carrying out DLI's mandate through interactions with the Ontario government, other funders and external partners.

The ideal candidate will bring a strong background in leadership including an ability to build consensus, experience with strategic planning and reporting, and a strong ability to interact with others, and sound judgment.

PRIMARY DUTIES AND RESPONSIBILITIES

The candidate is to

1. Oversee the implementation of Board plans, new and revised programs or organizational requirements, and ensures effective use of resources.
2. Follow all fiscal law and regulations, prepare budgets for Board approval, oversee fundraising, identify funding opportunities and funder priorities, and monitor DLI revenues and expenditures.
3. Implement human resource procedures, policies and professional development initiatives including recruitment, authorizing leaves, evaluations and training.



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4. Seek and identify opportunities for programs by assessing the ideological context, track developments and trends, and assess the implications for DLI; provide reports and make recommendations to the Board on program opportunities by presenting findings and plans for program development.
5. Stay on top of new programs, delivery methods and learning materials as they relate to the mandate of DLI, and assess their implications for DLI.
6. Ensure a positive and professional presentation of DLI to stakeholders while ensuring cohesive relationships between DLI and the community; develop and maintain partnerships while ensuring linkage with government, agencies and institutions; ensure accuracy of all publications and promotional materials.
7. Report regularly to the Board on all financial matters, program opportunities, and changes in the operating environment as they may impact the organization.

REQUIREMENTS

ADDITIONAL ASSETS

Post-Secondary Degree in business administration or education
Minimum of 2-4 years of management experience with financial responsibilities
Master's Degree in relevant specialty
Familiarity with the Deaf adult literacy context and principles
Community involvement and a solid understanding of the non-profit operating environment
Executive level experience with proposal and report writing, marketing and fundraising

CRITICAL COMPETENCIES AND SKILLS

- Bilingual – strong ASL and written English skills a must
- Collaborative and teamwork approach
- Fundraising and innovative ideas for sustainability
- Strategic thinking and critical judgment skills
- Demonstrated analytical, interpretive, and problem-solving skills and decision-making
- Excellent interpersonal and communication (oral and written) skills
- Self-motivated and highly organized
- Leadership skills and ability to promote a team environment
- Highly developed problem solver and conflict resolution ability
- Discretion when dealing with confidential and sensitive information; acts with tact and diplomacy
- High ethical standards
- Strong ability to develop and maintain partnerships and network outside the organization



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DECISION MAKING

The candidate is to

- Determine appropriate programming, policies and procedures, and decides how modifications should be addressed and implemented if necessary
- Decide on and implements appropriate staffing as required including the scheduling, training and professional development of personnel; interprets human resource policy or analyses procedures and makes decisions and changes or amendments as required
- Make daily operational decisions and resolves administrative problems within guidelines
- Manage all assets owned and appropriated by DLI (both physical and technological)
- Manage the budget with the Treasurer and DLI staff, deciding which grants to apply for, how resources are accessed (under Board and Government guidelines) while seeking out additional funding sources and other financial opportunities with fiscal responsibility

Only candidates invited for an interview will be contacted.