

B R E A T H E

the lung association

POSITION TITLE: Director, Respiratory Health Programs
LOCATION: Provincial Office, Toronto
REPORTS TO: Vice President, Programs and Operations
EFFECTIVE DATE: August 2018

About The Lung Association:

The Lung Association is dedicated to helping all Canadians breathe. Our community of donors, patients, researchers, volunteers and professional staff are dedicated to ensuring Canadians have the healthy lungs, body, and clean air, which are vital to healthy breathing.

We want to ensure that no one takes their breathing for granted, and strive for better breathing for all.

This is an opportunity to join a team at an exciting point in time - an opportunity to build on your experience, grow your skills, and make a true difference in the lives of all those that struggle to breathe.

To view our latest Annual Report: <https://breathe-annual-report.floating-point.com>

Position Overview

The Director, Respiratory Health Programs is responsible for overseeing the successful delivery evidence-based educational programs tools and resources to patients, caregivers and health-care providers to improve quality of life for Ontarians and their families living with lung disease.

This includes but is not limited to developing educational and community based programs, The Lung Health Information Line, which is supported by Certified Respiratory Educators (CRE's), and overseeing the delivery of best in class, evidence based resources, tools, and education and training programs targeting health care professionals.

The position reports directly to the Vice President, Programs and Operations, works closely with the Executive Team and other committees, ad hoc task forces or working groups established by the CEO, The position is responsible for management and leadership of staff in aspects of the mission priorities. Reporting to the Director is currently a team of 14 team members

Main Responsibilities:

Program Delivery:

- Oversees the effective and efficient management respiratory health program portfolio, which includes contributing to strategic direction and delivering all operational aspects of the Department
- In consultation with the Vice President, and working with direct reports, develops operational work plans and budget, ensuring that the budget is managed effectively, and that all deliverables are met. The operational work plans also include any necessary submissions and ongoing reporting required for grant-based or funded programs.
- Works closely with Marketing and Communications team to coordinate and support the marketing of the assigned respiratory health programs including the development, production and distribution of communications and promotional materials, and monitor results.
- Serves as the liaison with the Ministry of Health and Long Term Care (MOLTC) with respect to grant-funded respiratory health programs and deliverables; and other respiratory health matters; attending meetings as required.
- Build relationships with health care professionals, community based and other non-government organizations to ensure open lines of communication and advancement of the mission.
- Represents the organization, providing support and leadership as appropriate, in relevant provincial coalitions and alliances such as with the MOHLTC, Ministry of Education and Regional Health Authorities, etc.
- Supports the development of lung health public policy at all levels of government.

Human Resource Management and Leadership:

- Participates as part of the organization's leadership team to ensure the effective management of the department and its progress toward mission.
- Manages direct reports to ensure that they are supported to meet their objectives and that their work is carried out in a timely and accurate manner and in accordance with the operational plans and budget.
- Provides effective facilitative leadership to the department and motivates team members to a high level of performance.
- Ensures that department staff are managed in accordance with the human resource policies of the organization.
- Develops and maintains positive relationships with committees, ad hoc task forces or volunteer advisory groups made health care professionals and other subject matter experts who guide and support the delivery of the respiratory health programs, and as necessary, develop education resources, tools and position statements.

Advisor and Partner:

- Works pro-actively and collaboratively with staff and volunteers across the province to problem solve and develop common community based programs and initiatives.
- Prepare letters of support for the research of members of our two professional societies (Ontario Thoracic Society and Ontario Respiratory Care Society) as requested.
- Supports our Public Affairs and Marketing and Communications team in promoting the organization's profile to the media, key stakeholders, donors and the public.

Where called upon, serve as the organization's media spokesperson for respiratory health issues.

- Supports the Development Team through relationship development, providing information for case for support development and participating in donor meetings and presentations as needed.

Knowledge and Skill Requirements:

- Communications: Superior verbal and written communication skills, with the ability to make effective presentations, facilitate meetings and persuade others.
- Team player/leadership: Contributes to strong morale and spirit within her/his team and across the organization; shares successes; fosters open dialogue. Energizes people around the vision keeping bigger picture in mind. Leads by example, building trust and credibility.
- Collaborative and collegial: Works well with others, at all levels. Understands how to work with the community in a collaborative manner. Active and respectful listener. Known for their honesty, compassion and integrity.
- Relationship builder: Able to create, nurture and maintain mutually beneficial relationships with a diverse group of stakeholders, including levels of government, research and a wider community. Comfortable and skilled at connecting with people at all levels.
- Management skills: Strength in budgeting and financial management. Project management approach to initiating, planning, and executing work to meet specific goals within a specified timeline.

Education and Experience:

- Master's degree or equivalent of education and experience.
- Current allied health care professional designation with current knowledge of best practice in asthma and COPD management. Certified Respiratory Educator preferred
- Minimum of eight to ten (8 -10) years of experience and progressive responsibility in the respiratory health field, including at least four (4) in a supervisory role.
- Experience in developing and managing a budget of the equivalent program size and / or staffing complement.
- Experience in government and community relations.

Work Environment:

- Willingness to work flexible hours; some evening and weekend work is required
- Willingness to travel.

To apply, please email your resume and cover letter, along with salary expectations, to Geeta Thomas, Director - Human Resources, at gthomas@lungontario.ca.