

Chief Executive Officer – Job Posting

Ontario Psychological Association

The Ontario Psychological Association (OPA), established in 1947, is the voluntary professional organization representing psychology in Ontario. Our members are clinicians, academics, researchers, and students who are dedicated to improving the mental health and wellbeing of Ontarians. OPA engages in initiatives that support these goals by:

- Advocating for changes in the health care system to improve timely and equitable access to necessary and appropriate psychological services;
- Providing and supporting high quality educational and training programs anchored in research to ensure best practices; and,
- Fostering innovation and excellence in psychological education, research and practice.

The CEO Role

The CEO will work with the Board of Directors and lead the staff to meet the following key objectives:

- Engage in advocacy:
 - promoting the profession of Psychology and the overall welfare of Psychologists and Psychological Associates (PAs) in Ontario
- Engage in leadership:
 - Generate greater public awareness of the work of Psychologists and PAs (develop partner relationships, grow media presence)
 - Promote the stability of the organization (effectively managing administrative and financial affairs)
 - Grow the organization (grow membership and generate new income sources)

Reporting to the Board of Directors and to the President, the Chief Executive Officer (CEO) will be the lead spokesperson and representative for the organization in the community as well as with government and media. The CEO will deliver on advocacy objectives and greater awareness generation of the profession of psychology with an inspiring, forward-thinking and strategic approach. The CEO will also demonstrate leadership in generating a cohesive organizational structure with effective staff, liaising with the Board of Directors and will be responsible for the implementation of programs and policies approved by the Board. Administrative leadership will include responsibility for the effective financial management of the organization, meeting financial objectives and mitigating risk, while driving strategic growth in terms of diversified sources of income and membership.

The ideal candidate will have successfully had a leadership role in organizations in the non-profit sector, ideally in the health care field or a Canadian professional association. Proven leadership in policy advocacy and organizational management is required, in addition to an understanding of the mental health, education and regulatory landscape. A relevant university degree (Social Sciences, Health Administration, MBA, etc.) is also required.

Responsibilities

Leadership

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization.
- Represent the association in a professional and ethical manner.
- Accountable for OPA's overall organizational performance and sustainability.
- Create organizational structure, leading the staff and liaising with the Board of Directors.

Program Planning and Delivery

- Responsible for the planning, implementation and evaluation of the organization's programs and services.
- Oversee the planning for each annual OPA Conference.
- Engage directly with OPA members to deliver on and improve what is offered to the membership – looking at continuing education programming, member benefits, referral service and networking.
- Ensure the effective daily operation of the Association and delivery of programs and services.

Advocacy and Community Relations

- Lead various advocacy initiatives to advance and support Government Relations priority efforts.
- Work with the organization's Government Relations consultants on advocacy initiatives.
- Manage complicated policy issues, conflicting external interests, internal complexities and organizational realities, media sensitivities, and political dynamics to help guide OPA advocacy priorities.
- Develop and lead a public affairs process that identifies opportunities and proactively engages stakeholders to promote and advance OPA policy advocacy positions.
- Work with OPA Communications Staff/Committee to ensure communications initiatives and messages support the overall policy advocacy priorities.
- Promote psychological research, knowledge translation and impact on quality of services.

Financial Management

- Work with staff and the Board Executive to develop an annual budget.
- Consult with the Board Executives regarding major budget decisions.
- Administer and monitor the funds of the organization according to the approved budget, mitigating risk.
- Approve expenditures within the authority delegated by the Board.
- Maintain organizational compliance with appropriate policies and legislation.

Experience/Qualifications

- Experience working in mental health or related health organizations
- Post-secondary degree or equivalent experience in a related field (e.g., non-profit sector management specialization MBA)

- Substantial experience in communications, public/media relations, public affairs/government relations, and/or health policy for a non-profit organization at a management level
- Experience in being accountable for the financial health of a non-profit organization
- Strong interpersonal skills – excellent oral and written skills
- Demonstrated ability to work with others, many of whom may be remote most, or all of the time. – Ability to develop strong relationships with peers, association members and external partners
- Possesses strategic thinking approaches, frameworks
- Highly self-directed with the ability to work in the face of ambiguity
- An ability to manage long-term engagements with multiple project tracks and teams as well as a firm command of project management processes and methodologies
- Demonstrated leadership and team building skills. Achieves results through using negotiation and influencing skills
- Proven leadership in change management
- A sound understanding of the challenges, emerging trends and issues affecting the profession of psychology
- Strong analytical skills along with experience in metrics and quality assurance processes
- The ideal candidate will be an empowering team oriented, highly reflective, decision maker who nurtures the development of leadership strategy and business expertise.

Salary Range- \$130,000-\$160,000

**Probation period: 6 months