



Canadian Mental
Health Association
British Columbia

CAREER OPPORTUNITY

SENIOR DIRECTOR OF OPERATIONS

Do you want to work for a great organization that is all about promoting the mental health and supporting the resilience and recovery of people experiencing mental illness and addiction? Are you a self-motivated individual with broad-based executive leadership and management experience who possesses great interpersonal skills, is very passionate about helping others and has personal experience and affinity for addiction and mental health treatment? Are you an authentic and collaborative leader who builds rapport quickly and has a bias for action?

If your answer is yes to the above questions then keep on reading!

CMHA, BC Division has an exciting opportunity for an energetic, solutions-focused, strategic leader to oversee the effective functioning of the BC Division office and its progression through growth and change. Under the direction of the Chief Executive Officer, you will ensure the development of a three year operational plan and compliance with the risk management plan. In addition, you will actualize the vision, mission, mandate, and values of the Association through effective planning and implementation of the priorities established by the Board of Directors. You will also act as a professional advisor to the CEO on specified aspects of the Association's activities and provide effective liaison between the CEO and the Leadership Team and between the CEO and Provincial CMHA Branch Executive Directors.

Some specific areas you will oversee include, but are not limited to, are facilities, budget development and monitoring, staff operations/relations, Branch Agreements, IT, legal agreements and licenses and reporting to funders/donors. This is a big role that also involves Human Resources and Financial planning and management, as well as building strong external relations, and overseeing all aspects of provincial programs.

What you will bring to CMHA:

You will have a Masters degree in a relevant discipline along with 10 years of supervisory and project management experience, 3-5 years' experience in a related mental health and/or addictions field and 5-7 years in the non-profit sector. An equivalent of education and experience will be considered.

We are looking for someone with knowledge associated with CBT evidence-based programs within a self-management context, along with knowledge and skills to work with individuals and groups with varying perspectives and in the area of cross cultural mental health. You will also have experience working within a federated model.

Demonstrated excellence in overseeing multiple projects, strong verbal and written communication skills and excellent relationship building skills are all necessary.

You will have experience in areas such as resource development and media relations, human resources, conflict resolution and negotiations and have the ability to manage and negotiate projects with external partners and/or funders.

Located in downtown Vancouver, we offer a flexible work environment along with a competitive salary and benefits package. There may be occasional periods where work outside normal office hours is required in order to meet program requirements.

Application process

We will consider applications from interested candidates who submit a resume and cover letter describing how you meet the qualifications outlined above. We regret that only short-listed candidates will be contacted to schedule an interview. **Please submit in Word or PDF format no later than 5 p.m. on Friday, November 17, 2017 to human.resources@cmha.bc.ca.**

CMHA, BC Division is committed to our workforce reflecting the diversity of the communities within which we work. As such, we encourage applications from persons with disabilities, members of visible minorities, First Nations, Inuit, and Métis people, people of all sexual orientations and genders, and others who may contribute to the diversity of our staff. Personal experience with mental illness and or addiction, either through self or a loved one, is an asset.

Located on the unceded territories of the Coast Salish Peoples.