

--- Position Posting ---

Position:	Chief Executive Officer & President
Employer:	Learning Disabilities Association of Ontario (LDAO)
Reporting to:	Chair, LDAO Board of Directors
Accountable to:	LDAO Board of Directors
Date:	July 2024

The Learning Disability Association of Ontario (LDAO) is looking for a dynamic leader to become its new Chief Executive Officer and President. Reporting to the Board of Directors, the President is responsible for all administrative and operational functions of LDAO and providing support to its 12 Ontario chapters.

LDAO is a registered charitable organization. Its mission is to provide leadership in learning disabilities advocacy, research, education and services and to advance the full participation of children, youth and adults with learning disabilities in today's society. LDAO offers many resources, services, information, venues and products designed to help people with LDs and ADHD, as well as parents, teachers, and other professionals. Local chapters of the LDAO exist in 12 communities across the province, and each offers services focused on education and advocacy for people of all ages.

LDAO is currently seeking candidates with strong leadership qualities, who are highly motivated and fully capable of working with the LDAO Board and staff to develop sustainable funding sources and to enhance and expand programs and services. The ideal candidate will have earned a reputation for leadership, integrity, the ability to work collaboratively with a volunteer Board, and to effectively manage staff. They will have demonstrated advanced community development skills and excellent communication and interpersonal skills.

Primary Responsibilities:

- **Leadership** - Assists the Board in executing the Association's vision and strategic plan and is an active member on all Board committees. Fosters effective teamwork between the Board, LDAO staff, Chapters and the Learning Disability Association of Canada (LDAC).
- **Management** - Provides supervision, direction and performance expectations to LDAO staff, contractors and volunteers and is responsible for ensuring that all systems comply and support LDAO's mission statement, beliefs, values, aims, policies and strategic direction.

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- ***Fundraising and Development*** - Maintains primary responsibility for ensuring that funds are available to support the Association's operations and programs. Oversees fundraising activities and works closely with fundraising staff and the Fundraising Committee to set annual fundraising targets, build community relationships, develop new sustainable revenue sources.
- ***Programs and Services***: Works with Manager, Special Projects & Finance and Manager, Content Creation to develop LDAO programs and services consistent with community needs and ensure consistency with criteria established by funding sources and the mission and goals of the Association.
- ***Fiscal Responsibility***: In collaboration with the Senior Financial Consultant and Finance Committee, establish and maintain a financial management framework to support decision-making and appropriate systems so that LDAO operates within its approved business plan and budget. Oversees the development of the annual budget and ensures quarterly statements and projections, and is responsible for the day to day financial management of the organization.
- ***Relationship to Association Stakeholders***: Develops and maintains strategic relationships with LDAO chapters, community organizations, local and provincial governments, service providers and others. Engages with non-profit, business, and governmental organizations in an advisory capacity, e.g., member of the Minister's Advisory Council on Special Education (MACSE)
- ***External Communication and Public Relations***: Acts as the chief spokesperson, along with the Chair of LDAO, for communications and media partners and various "publics" of the Association. Establishes regular communication with LD stakeholders, corporate partners and related government agencies.

To qualify for this highly rewarding position, candidates must have:

- Excellent reputation as a leader in their profession and/or community; recognized as a "bridge builder";
- Experience in leading complex organizations through positive change and transition;
- Private or public sector expertise in fund development, and one or more of the following business functions: health and social services, education, communications, marketing, law, human resources, advocacy, communications, public administration, general management;
- Awareness of influences in the education environment, including political, economic, social and technological dimensions, that can effectively change the scope of thinking & organizational focus;
- Proven ability in developing strong board and staff teams;
- Excellent communication skills: both oral and written, and negotiating skills;
- Ability to balance long-term objectives and activities with day-to-day operations and pressures;
- Tenacity to deal with confidential and highly sensitive issues and interact with people at

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all levels within the organization/government/public & clients;

- Working knowledge of health and safety; and
- Masters degree (or equivalent) plus 10+ years of senior management experience in a complex, dynamic environment in the public or private sectors; several of those years in the not for profit sector is an advantage.

Working Conditions:

- Reports to the Chair; Accountable to the Board
- Full-time; 35 hours/week
- Frequent off-site meetings and events within the Greater Toronto Area (GTA) to promote LDAO and support chapter liaison meetings is expected, there may be infrequent travel to LDAO chapters in Ontario and/or related conferences.
- LDAO offers a hybrid work environment requiring two – three days per week at the LDAO main office.

Salary:

Salary will be commensurate with role and experience (\$110,000 - \$125,000).

LDAO Commitment to Diversity, Inclusion, Accessibility, and Anti-Racism:

LDAO is committed to employ people that reflect the communities we serve and to promote a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace. We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

Please send cover letter and resume to:

LDAO Board of Directors
Learning Disabilities Association of Ontario
365 Evans Avenue, Suite 202
Toronto, ON M8Z 1K2
CEOSearch@ldao.ca

Submission deadline:

Friday, August 23, 2024, 5:00 pm (EDT)

**Only candidates selected for interview will be contacted.
No phone calls please. Only emails accepted.**