

**Director of Operations**  
**BCCDC Foundation for Public Health**  
**Vancouver, BC**

Chemistry Consulting Group is proud to partner with the BCCDC Foundation for Public Health to search for a strategic leader for the role of **Director of Operations**.

**About the BCCDC Foundation for Public Health**

The BCCDC Foundation for Public Health (BCCDC Foundation) is a registered charity working in partnership with, but distinct from, the BC Centre for Disease Control, and other stakeholders to improve population and public health outcomes. Established to protect and promote health, prevent harm, and prepare for threats by inspiring vision and philanthropy, the BCCDC Foundation envisions people living in healthy communities protected from infectious disease and environmental health hazards through innovative research and collaborative public health solutions.

Over the last two years, the BCCDC Foundation has undergone critically important planning and development that has placed the organization in a position to take on an expanded portfolio and grow their reach. With the onset of COVID-19, the BCCDC Foundation has been supporting pandemic response efforts and is positioned to continue this work to enhance the BC public health system to prepare for and respond to future emerging threats.

**The Opportunity**

The BCCDC Foundation is seeking a Director of Operations to work collaboratively and closely with the Executive Director to develop, oversee, and implement the strategic direction and development of the organization. This pivotal role is responsible for building on successes and maintaining and advancing momentum and a strategic growth trajectory. This is an unparalleled opportunity for a confident, socially conscious, collaborative, and inclusive leader, adept at implementing strategic change in an often demanding and ever-changing environment.

As part of the leadership team, the Director of Operations will have an opportunity to make a difference in helping to achieve the BCCDC Foundation's long-term strategic goals and vision, with a strong focus on building a culture of innovation and inclusivity. This position collaborates with the Executive Director in achieving the strategic plan objectives and priorities, organizational and financial growth, successful growth of the BCCDC Foundation's influence and impact as a public health charity.

## Key Areas of Responsibility

- **Strategic Direction & Organizational Development** – serves as a member of the BCCDC Foundation’s Leadership Team, directing and implementing strategic plans and leading the development and growth of the organization to ensure the achievement of the BCCDC Foundation’s strategic goals and objectives.
- **Program & Project Management** – provides operational leadership and oversight of existing and new programs and projects, while continuing to develop and maintain strong relationships with external stakeholders.
- **Finance** – oversees annual and operating budgets and works collaboratively with others to ensure funding is secured to meet the BCCDC Foundation’s strategic plan and financial goals.
- **Fund Development** – oversee and collaborate on fund development business functions and processes, ensuring proper processes, rigour, and policies.
- **General Administration** – with the Executive Director, support board relations, and development of committees, including preparing for quarterly board meetings.
- **Human Resources** – serves as an ambassador of the BCCDC Foundation’s commitment to cultivating a culture of diversity, equity and inclusion, and promotes the collaboration between managers, employees, contractors, and other stakeholders to facilitate and encourage a productive, inclusive, and collaborative work environment.

## About You

You will be a strategic and approachable leader who takes on challenges and opportunities with an open and positive mindset. You will draw from similar experiences within the non-profit sector or other relevant setting and will possess a high level of organizational awareness and professionalism.

You will be known for being analytical and systematic in your approach to problem solving and when implementing new ideas, processes, and strategies. You are committed to equity and inclusion and will effortlessly apply this lens to all areas of your work. You will have a strong work ethic as well as a collaborative and inclusive nature. As a strong leader, you will be focused on achieving outcomes using a consultative and inclusive approach while leading and driving operational excellence.

## Qualifications and Experience

- Minimum of five (5) years in a similar role OR proven experience in a similar role.

- Business administration or health administration degree (e.g., MHA desired) or equivalent. experience with a focus on finances, HR, and organizational planning.
- Non-profit experience required.
- Managerial/supervisory experience.
- Experience with effective financial management and reporting for various stakeholders.
- Experienced in human resources management including team building, leadership development, organizational development, policy development, equity and inclusion, effective conflict resolution, hiring and coaching, and supervision of direct reports.
- Demonstrated skills in planning, organizing, and relationship-building.
- Experience with effectively directing organizational operations and planning toward the achievement of organizational goals and growth.
- Inspiring leader and engaged team player with experience working across a diverse/complex environment.
- Strong communicator, verbal and written.
- Knowledge of the health and research landscape in BC.

*Applications are invited from all qualified individuals regardless of disability, culture, ethnicity, race, gender identity and expression, nation of origin, age, or religion.*

Please visit [www.chemistryconsulting.ca/currently-recruiting-for/](http://www.chemistryconsulting.ca/currently-recruiting-for/) and follow the prompts to submit a resume and cover letter outlining your suitability by **noon on Friday, July 23, 2021**.

## Director of Operations BCCDC Foundation for Public Health Vancouver, BC

### Candidate Profile

The successful candidate should be a strategic and adaptable leader with a proven ability to lead within a small but mighty team in an innovative and fast-paced non-profit organization. The new Director of Operations will take on challenges and opportunities with an open and positive mindset while always aligning to the BCCDC Foundation's values and vision. The successful candidate will be excited by the opportunity to be part of building on the successes of a growing organization.

### Qualifications & Experience

- Minimum of 5 years in a similar role or proven experience in a similar role.
- Business Administration or Health Administration Degree (e.g., MHA desired) or equivalent experience with a focus on Finance, HR, and Organizational Planning.
- Experience in non-profit organizations required.
- Managerial or supervisory experience required.
- Experience with effectively directing organizational operations and planning toward the achievement of organizational goals and growth.
- Experience with effective financial management and reporting for various stakeholders.
- Experienced in human resources management including team building, leadership development, organizational development, policy development, equity and inclusion, effective conflict resolution, and hiring and coaching.
- Demonstrated skills in planning, organizing, and relationship-building.
- Inspiring leader and engaged team player with experience working across a diverse/complex environment.
- Strong communicator, verbal and written.
- Knowledge of public health, the health landscape in BC, and science desired.

### Desired Attributes & Competencies

- **Strategic:** Visionary and strategic thinker with ability to lead, influence, and motivate others to action. Aligns with values, vision, and priority areas of the BCCDC Foundation.
- **Adaptable:** Approaches challenges and opportunities with an open and positive mindset.

- **Collaborative:** Contributes to leadership and to the evolution of the work environment culture, and fosters collaboration, inclusivity, respect, authenticity, emotional intelligence, responsibility, and accountability.
- **Analytical:** Thinks analytically and from a systems perspective; able to think of the big picture.
- **Creative:** Models and enables creative thinking, curiosity, and innovation to create new solutions and is an excellent problem-solver.
- **Equitable:** Committed to equity and inclusion and able to apply an equity and inclusion lens to all work.
- **Commitment to Cause:** Committed to social justice and anti-racism and anti-Indigenous racism, and understands public health, the social determinants of health, and harm reduction.
- **Action Oriented:** Excited by the idea of building, creating, and being a part of a unique and growing organization, and is comfortable with growth, change, and change management.

*This is a unique role for a confident and innovative individual with commitment to positive influence on the overall benefit of the BCCDC Foundation. Applications are invited from all qualified individuals. The BCCDC Foundation is an equal opportunity employer and is committed to employing personnel without regard to culture, ethnicity, race, gender identity and expression, nation of origin, age, religion, disability, and sexual orientation.*