

**Position Type**

Permanent  
37.5 hours a week

**Salary**

\$80,000 – 85,000,  
with benefits and  
other employee  
packages, potential to  
commensurate with  
experience and with  
the possibility of  
additional bonuses  
and raises.

**Region**

National Capital  
Region, in the  
unceded and  
unsurrendered  
Algonquin territories

**Location**

Downtown Ottawa

**Job Details**

MAX, Ottawa’s Health  
Connection for Guys  
Into Guys

**Related Job**

**Categories**  
Executive Leadership  
in NPO  
Management  
Fundraising  
Social & Health  
Services  
GBT2Q Men’s  
Health



**OTTAWA’S HEALTH CONNECTION  
FOR GUYS INTO GUYS**

**Executive Director**

MAX Ottawa is a community-based organization that focuses on maximizing the health and wellness of gay, bisexual, Two-Spirit, queer, and other guys who are into guys, both cis and trans (GBT2Q), in the Ottawa region. MAX is on the ground, reaching out to guys into guys where they meet and socialize, raising awareness, providing prevention and education materials, and getting them connected to information and resources. We offer individual, group, and community support and education services by and for guys into guys, and we work with the health-care providers that serve our communities

MAX Ottawa is looking for a dynamic leader to bring this three-year old organization to its next level of growth and maturity. Reporting to the Board of Directors through the Chair and Executive Committee, the Executive Director is accountable for all aspects of MAX Ottawa’s strategy and operations, guided by its 2019-2022 Strategic Plan and related policies. The Executive Director provides empathetic leadership to a team of 5-7 full-time staff, and for a growing base of peer support workers and volunteers. As the first stand-alone organization in gay men’s health and wellness in Ontario, and only the third in Canada, the Executive Director would continue to build MAX Ottawa’s reputation as a trusted and valued partner in the greater Ottawa region, and within provincial and national coalitions.

MAX Ottawa’s new Executive director would be:

- a leader, with a keen sense of systems thinking, program development and implementation, and strategic foresight in community-based settings;
- a diplomat, with experience representing an organization and building partnerships in the non-for-profit, government, and/or private sectors;
- an innovator, who is not afraid to implement new success criteria in programming to clients, within a rapidly changing digital and in-person service delivery environment;
- a pathfinder, keenly aware of strategic opportunities emerging within national, provincial, and local health delivery contexts, to achieve holistic, seamless and integrated health supports, in collaboration with public health and community partners; and
- a mobiliser, whose lived experience(s) in GBT2Q communities brings to the position an understanding and empathy to lead a team of guys into guys, so that the team is empowered to address the diverse challenges of MAX Ottawa’s communities, and possibilities for resilient growth.

**Application  
Deadline**

Until position is filled.

**Start Date**

Tentative start date  
of April 1, 2021

**Essential Requirements** (These requirements must be met before the candidate will be considered for the assessment process, and candidates should outline in their cover letter how they meet all these requirements):

- Master's degree in social work, public health, communications or a relevant discipline OR a post-secondary degree with at least five years of significant related experience
- Five years of experience in a leadership position within the social service or health sectors; leadership experience in a community-based organization would be an asset.
- Experience engaging diverse stakeholders and building coalitions at the local, provincial, and/or national levels
- Experience supervising and leading a small team to results
- Experience in work-planning, project management, budgeting, and reporting

**Asset Requirements** (Candidates should outline in their cover letter how they meet any or all these requirements):

- Experience managing program(s) for GBT2Q guys into guys
- Experience in the financial and human resource management of an organization
- Experience working with and engaging a volunteer Board of Directors, demonstrating an understanding of non-profit organizational governance, including policy development
- Experience in program evaluation
- Experience in grant and proposal writing, fundraising and donor development
- Experience in and a commitment to implementing diversity policies and initiatives
- Ability in written and verbal communication in the FR language would be strongly considered

**Rated Requirements** (These requirements will be rated during the assessment process):

**Knowledge**

- Knowledge of issues affecting the health and wellness of a diversity of guys into guys, and related intersectionalities
- Knowledge of current and innovative service delivery practices to address syndemics related to guys into guys

**Competencies**

- Strategic thinking and partnership development
- Ability to mobilize and lead diverse teams
- Ability to innovate and plan innovative community-based initiatives
- Integrity and respect with internal and external colleagues and partners
- Values and ethics in the workplace
- Superior ability in written and verbal communication in the EN language

## **Position Conditions**

- Five days a week (37.5 hours) with benefits after probation.

## **How to Apply**

Interested candidates must submit a cover letter, outlining how they meet the Essential and Asset Requirements (one or two paragraphs maximum for each qualification), and their curriculum vitae, to the attention of Brent Bauer, Chair, Board of Directors, MAX Ottawa at [brent@maxottawa.ca](mailto:brent@maxottawa.ca). We will receive applications until the position is filled.

We thank all candidates for their interest, but only candidates selected for the assessment process will be contacted.

**MAX is committed to employment equity and welcomes applications from historically disadvantaged groups. Self-identification by candidates is completely voluntary.**

**We are willing to accommodate applicants outside of Ottawa, ON for the assessment process.**

**Although this position would primarily take place at MAX's office in Ottawa, Ontario, some travel may be required to attend conferences and meetings with other service providers.**