



JOB DESCRIPTION

POSITION TITLE:	EXECUTIVE DIRECTOR (ED)
ORGANIZATION:	DENTAL HYGIENISTS ALLIANCE OF SASKATCHEWAN (DHAS)
REPORTS TO:	BOARD OF DIRECTORS
LOCATION:	SASKATCHEWAN, CANADA
START DATE:	NOVEMBER 1, 2024

ABOUT DHAS

The Dental Hygienists Alliance of Saskatchewan (DHAS) is seeking a dedicated Executive Director to lead our newly formed professional association in Saskatchewan. The purpose of the DHAS is to serve as the common voice to:

- Support, represent and unite dental hygienists in Saskatchewan
- Advance the honor and integrity of the dental hygiene profession
- Advance the professional, personal, and educational abilities of dental hygienists in Saskatchewan
- Promote high-quality, client centered care by dental hygienists in Saskatchewan.

POSITION SUMMARY

Reporting to the DHAS Board of Directors, the Executive Director (ED) will play a crucial role in the achievement, advancement, and sustainability of the DHAS. The ED will have delegated authority to manage the operations and administrative functions of the DHAS including:

- Compliance with *The Non-Profit Corporations Act 2022*
- Compliance with the Articles and Bylaws of the Corporation (DHAS)
- Achievement of strategic priorities and policies governed by the Board of Directors
- Effective and efficient management of finances and operations

KEY RESPONSIBILITIES

- Implement an effective communication strategy, keeping membership informed of important dates, activities, meetings and/or information through email updates, newsletters, and social media
- Drive high membership engagement to enhance and support membership value
- Serve as Secretary and Treasurer to the Board of Directors; managing meeting agendas, minutes and coordinating meetings of the DHAS, including Annual General Meeting.



- Cultivate and maintain partnerships with communities and organizations bringing awareness to the DHAS.
- Represent the organization at public events, conferences, and meetings to raise awareness of oral health issues and advocate for policy changes.

PRIORITIZED DELIVERABLES

1. Strategic Plan: Together with the Board of Directors, the Executive Director should support the development of a strategic plan and outline key objectives, actions, and performance indicators aligned with the organization's mission and vision.
2. Support Member Services: The DHAS has adopted member services previously offered by the Saskatchewan Dental Hygienists' Association/ College of Dental Hygienists of Saskatchewan. The Executive Director should maintain and continue these services unless it is determined to no longer serve the membership.
 - a. Newsletter
 - b. Employment Board/ Website
 - c. Conference/Summit
 - d. Professional Development Opportunities
 - e. Development of Professional Practice Resources
3. Resource Allocation: Manage the organization's budget effectively, ensuring resources are allocated efficiently to support services while maintaining financial sustainability.
4. Partnership Development: Establish and nurture partnerships with key stakeholders, such as healthcare providers, educational institutions, government agencies, and community organizations.
 - a. Foster a collaborative relationship with the Canadian Dental Hygienists Association in accordance with our constituent agreement.
5. Reporting to Board of Directors: Provide regular reporting on organizational activities, financial performance, member services, and strategic priorities, ensuring transparency and accountability.
6. Governance: Provide leadership and support to develop structures, policies, and processes to make decisions together.

QUALIFICATIONS & SKILLS

- Preferred bachelor's degree or relevant post-secondary education in a related field.
- Minimum of 3 years of experience in a leadership role within a non-profit organization, management, healthcare setting, or public health agency.
- Clear understanding of the profession and membership needs.
- Knowledge of oral health issues, public health principles, and healthcare systems.
- Demonstrated experience in strategic planning, administration, and financial management.
- Proven leadership abilities, including team management, decision-making, and conflict resolution.
- Ability to work independently, prioritize tasks, and meet deadlines.



- Excellent written, oral and interpersonal communication skills.

SALARY & BENEFITS

- Annual salary \$40, 000/ year based on 15 hr work week commitment.
- Other benefits to be negotiated.

WORKING ENVIRONMENT

- Flexibility of hours based on the needs of the organization
- Remote
- Some travel required for in-person events
- Saskatchewan resident preferred

HOW TO APPLY

To apply for this position, please submit a cover letter, resume, and professional references to Dean Lefebvre at lefebvre@saskpolytech.ca by Friday, October 18th, 2024.

We thank all applicants for their interest in joining the Dental Hygienists Alliance of Saskatchewan and will contact applicants selected for an interview.