



The Bermuda Diabetes Association is seeking an Executive Director to fulfill its mission in leading the Bermuda community to reduce the prevalence of diabetes and improve the lives of those affected.

Job Purpose

The Executive Director (ED) is part of a multidisciplinary diabetes care team of the Bermuda Diabetes Association. The role of the ED is to:

- Oversee the community pharmacy operated by the Association and enhance revenue generation by ensuring best practice in processes and systems.
- Oversee in conjunction with the Board the renovation and development of the Association's new premises including the relocation of the Association's current operations.
- Oversee and own the strategy, development, implementation and administration of a 1 million dollar community capital campaign.
- Be responsible for overseeing the administration, programs and services and the implementation of the strategic plan of the Association.
- Other key duties include fundraising, marketing, and community outreach and program evaluation.
- Be responsible for compliance of the Association with applicable legislation including the Charities Act, Companies Act and Pharmacy Act.

The position reports directly to the Board of Directors.

Duties and Responsibilities

- 1. Board governance.** Works with the board in order to fulfill the Association's mission. Responsibilities will include:
 - Leading the Association in a manner that supports and guides the Association's mission as defined by the Board of Directors.
 - Communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions including notice, agenda and minutes of all meetings of the Association and the distribution of board materials.
- 2. Financial performance and viability.** Responsible for the fiscal integrity of the Association in conjunction with the Treasurer of the Association to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the Association. Responsibilities will include:
 - Fiscal management that generally anticipates operating within and balancing the approved budget, ensures maximum resource utilization, and maintenance of the Association in a positive financial position.
 - Fundraising and developing other resources necessary to support the Association's mission.

- 3. The Association's mission and strategy.** Works with the board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach. Responsibilities will include:
 - The implementation and management of programs and projects that fulfill the Association's mission.
 - Enhancement of the Association's image by being active and visible in the community and by working closely with other professional, civic and private organizations.
 - Knowledge of current community challenges and opportunities relating to the mission.
- 4. Association's operations.** Responsibilities will include:
 - The effective administration of operations including the review and approval of contracts for goods and services.
 - The hiring, supervision and retention of competent, qualified staff including conducting annual staff performance appraisals.
 - Oversight of marketing and other communication efforts, both staff and external service providers.

Qualifications

- A bachelor's degree from a recognized university.
- Proven leadership skills.
- Motivation, adaptability, flexibility and tolerance in a changing work environment.
- A minimum of five years' experience in a senior management position, preferably in a nonprofit organization. A knowledge of healthcare, including diabetes management and prevention would be an advantage.
- Strong organizational abilities including planning, delegating, program development and evaluation, and task facilitation.
- Proven budget management skills, including budget preparation, analysis, decision-making and reporting.
- Ability to convey a vision of the Association's strategic future to the board, donors, staff and volunteers.
- Proven knowledge and successful implementation of fundraising strategies and donor relations initiatives unique to nonprofit and NCD (non-communicable diseases) groups.
- Strong interpersonal, written and oral communication skills.
- Ability to anticipate, understand and respond to the needs of the clients served by the organization.
- Ability to interface and engage with diverse volunteer and donor groups.
- Demonstrated ability to oversee, collaborate with and motivate staff and volunteers in a positive work environment.
- Strong public speaking ability.
- Proficient in computer-based information systems.

Working Conditions

This is a senior position and may require, on occasion, extra hours and weekends beyond a normal working day.

Interested candidates may apply by email to chair@diabetes.bm, enclosing a resume and two recent employment references.

Application deadline: **November 16, 2017.**