



Executive Director ARCH Hospice – Sault Ste. Marie, ON

Algoma Residential Community Hospice (ARCH), located in Sault Ste. Marie, Ontario, provides quality, compassionate care through end-of-life to Algoma District families at no cost. The emotional, spiritual, and physical comfort of our residents and their loved ones is the highest priority. ARCH offers a home-away-from-home during one of life's most important moments: the end-of-life journey.

Position Summary

Reporting to the Board of Directors, the Executive Director is responsible for leading and executing ARCH's strategic and operational plans to ensure the effective operation of the Hospice in a manner supporting its mission, vision, and values.

Key Areas of Responsibility

1. Leads and manages the organization's business in a fiscally responsible manner, and through effective utilization of its resources and assets.
2. Ensures that appropriate systems are in place to effectively manage the organization, and to minimize all risks to the Hospice and the Board of Directors.
3. Ensures that clinical programs and services are developed and implemented based on best practices in end-of-life care.
4. Coaches and provides guidance to staff and volunteers.
5. Leads the development of education strategies for the professional development of staff, in order to foster excellence and enhance the Hospice's culture.
6. Leads human resources planning and management.
7. Ensures the development and execution of fund development programs and initiatives.
8. Establishes and maintains positive and supportive relationships with stakeholders, donors, and partner agencies.

Required Experience

1. Minimum of five (5) years recent, related senior management experience, ideally in the health sector or community services sector.
2. Demonstrated effective leadership skills in fiscal management, strategic planning, program development, quality/ risk management, working in a unionized environment and staff development.
3. Strong communication skills, both oral and written form with attention to detail.
4. Experience preparing and meeting an annual budget, including responsibility for expenditures, fundraising and operational management.
5. Proven leadership abilities in a public sector or non-profit environment, including the ability to guide, support, motivate and delegate.
6. Ability to work autonomously, take initiative, set priorities, resolve conflicts, organize work, and make independent decisions.
7. Sound knowledge of the cornerstones of a charity including; fundraising and volunteer services.



8. Experience working with healthcare partners in developing system improvements that positively impact the patient/resident/client experience.
9. Ability to exercise diplomacy, tact, sensitivity, empathy, and discretion when dealing with complex issues requiring resolution.

Preferred Experience

1. Experience overseeing fundraising programs preferred.
2. Working knowledge of the current healthcare environment, trends, legislation and programs related to palliative care.
3. Experience working with volunteers preferred.
4. Experience reporting directly to a Board of Directors.

Salary will be commensurate with qualifications and experience, and includes a comprehensive benefits package.

Interested candidates must submit a cover letter and detailed resume by end of day July 31, 2025 to Board Chair, ARCH, using the following email address: ARCHEDcomp@gmail.com

For more information: <https://www.archhospice.ca/careers>