



Manager, Volunteer Engagement and Chapter Development

About Dying With Dignity Canada

Dying With Dignity Canada (DWDC) is the national human-rights charity committed to improving quality of dying, defending end-of-life rights, and helping Canadians avoid unwanted suffering.

DWDC has a four-part mandate:

1. We work to ensure that Canada's assisted dying rules comply with the Canadian Constitution, including the Canadian Charter of Rights and Freedoms.
2. We expose and break down unfair barriers facing suffering Canadians who wish to access their right to medical assistance in dying.
3. We provide support to people who are navigating their legal end-of-life options, and to their loved ones and health care providers.
4. We educate Canadians about advance care planning and their legal end-of-life rights and options, including palliative care and medical assistance in dying.

DWDC is committed to promoting a culture of wellbeing for our team. We provide extensive benefits and support for all team members so you can focus on doing meaningful work. Our perks include:

- Competitive salary
- Three weeks' paid vacation and paid sick days
- Health benefits, including an EAP program and mental wellness supports
- Matching Group Retirement Savings Program
- Flexible work hours and part-time work from home options
- Opportunities for professional development

The Opportunity:

Dying With Dignity Canada is seeking an experienced Manager, Volunteer Engagement and Chapter Development who can support our local chapters as they grow, develop, and deliver programs and services at the local level. The ideal candidate is flexible and diplomatic and able to support chapters of varying sizes, interests, and activities as they work within their local communities. Reporting to the CEO and working cross-functionally with a national staff team, the Manager, Volunteer Engagement and Chapter Development will recognize the individual skills and characteristics of each Chapter and collaborate and assist Chapter Chairs in identifying opportunities, providing tools and resources, and managing challenges across the country.

Salary Range: \$70,000 - \$85,000

Key Deliverables and Responsibilities:

Core Operations:

- Develop strong relationships and build trust and community between Chapters and with National Office staff
- Be the Chapters' conduit to accessing National Office resources (i.e. staff, funds, etc.)
- Host regular Chapter Chair meetings to provide National Office updates; celebrate the work of Chapters across the country; offer recognition to individual Chapter member accomplishments; and discuss future goals of the Chapters and how it coincides with overall national goals
- Create and circulate easy to complete satisfaction/opinion digital surveys, as well as progress report digital forms for Chapter Chairs to complete on a regular basis
- Assist Chapter Chairs with the recruiting, on-boarding and training of new Chapter volunteers
- Ensure consistent policies and processes that support the Chapters in their work and DWDC in risk management and governance compliance

Education:

- Support the Chapters in soliciting opportunities to present information sessions on Advance Care Planning (ACP), Medical Assistance in Dying (MAID) and other programs as developed
- Create and implement a simple, easy-to-use, beneficial mechanism for sharing information, tools, and lessons learned among the Chapters and its members
- Set up, train, and support the Chapters in delivering on-line information sessions (webinars)

Witnessing and Support Programs:

- Support the Program Director and Program Coordinator in coordinating the witness program, and any future support programs, with Chapters

Advocacy:

- Build awareness of DWDC's advocacy work, encouraging participation in advocacy campaigns
- Support the Director, Government and Stakeholder Relations in facilitating Chapter leadership and involvement in local advocacy efforts

Marketing, Communications and Public Relations:

- Support the Communications Specialist and work with Chapters to engage in reactive and proactive media activities at a local/regional level
- Support the Communications Team in the development of marketing materials at the local level
- Support the Marketing Lead and work with Chapters to engage in social media activities and webpage development at the local level

Qualifications:

- Volunteer experience, preferably a certificate in volunteer resource management or CVA certification
- Experience working at a national level; experience with a chapter or provincial network under national organization is ideal
- Strategic thinker who can see the smaller picture and develop scalable solutions
- Extremely diplomatic while remaining focused on positive/effective outcomes
- Open minded and flexible
- Ability to bring diverse stakeholders together
- Great listener who can implement what was heard and be successful in explaining when not implementing what was heard
- Experience with volunteer management databases (Better Impact), Raiser's Edge, Salesforce, an asset
- A strong and sincere passion for DWDC's mission
- Bilingual (English/French) candidate highly preferred

Personal Values and Traits

The successful candidate will be passionate about defending Canadians' end-of-life rights, including the right to medical assistance in dying. Our team members often communicate with severely ill and vulnerable Canadians who are weighing their end-of-life options or with the loved ones of these individuals. As a result, the successful candidate will be a strong active listener who consistently demonstrates compassion, humility, and the utmost discretion in their interactions with others.

Dying With Dignity Canada is an equal opportunity employer and adheres to fair employment practices. In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process, as required. Applicants are encouraged to make their needs for accommodation known as early on as possible during the application process.

We encourage applications from Black people, Metis, Inuit and First Nations people, people of colour, people who identify with disability, LGBTQ+ people and people from other equity-seeking groups that face systemic discrimination. DWDC is committed to an inclusive and diverse workplace, and a working environment free from all forms of discrimination, harassment, and violence.

Please email applications to jobs@dyingwithdignity.ca with the subject line: Manager, Volunteer Engagement and Chapter Development.

Please note: Only candidates invited for interviews will be contacted. No phone calls please.