Director, Special Initiatives [Prevention Services]

REPORTS TO: Senior Director, Programs
STATUS: 18 months contract, full-time (35 hours/week)
SALARY RANGE: $110,000 - $130,000
LOCATION: 1300 Yonge Street, Toronto, ON
CLASSIFICATION: Exempt / Non-union

ABOUT US

The Ontario HIV Treatment Network (OHTN), established in 1998, is a nonprofit organization with a mission to improve the health and lives of people living with and at risk of HIV by using data and evidence to drive change. We work with three main types of partners -- 1) testing programs and clinics; 2) AIDS service and other community-based organizations; and 3) policy and system leaders within and beyond the health sector – to support the implementation of the provincial HIV strategy, priorities, and directions.

ABOUT THE ROLE

Reporting to the Senior Director, Programs, the Director leads OHTN's expansion of HIV prevention services, with a primary focus on increasing access to PrEP and PEP across Ontario. The Director is accountable for turning the expansion mandate into an operational program: guiding phased implementation, resolving cross-functional dependencies, and establishing the systems needed for sustainable delivery, oversight, and reporting.

The Director oversees the work supporting the expansion and brings together expertise across Programs, Finance, Operations, IT, evaluation, and other OHTN teams. The role works with clinicians, community, pharmacy, distribution, and government partners to develop access pathways that are practical, equitable, confidential, and responsive to the needs of people at risk of HIV. The Director advises the Senior Director, Programs on key decisions, performance, resources, and risks and represents the initiative in meetings and briefings as delegated.

KEY RESPONSIBILITIES

Program leadership and implementation

- Lead the overall strategy, design, implementation, and stabilization of the special project - prevention services expansion - including priorities, program parameters, phased access pathways, milestones, and measures of success.
- Set and maintain the integrated implementation plan, accountabilities, decision process, and governance for work across OHTN teams and external partners; make decisions within delegated authority and bring material issues to the Senior Director, Programs.
- Direct work of consultants based on priorities and deliverables, review the quality and usefulness of their work, and ensure it is integrated into OHTN's operating model. Manage any assigned staff in accordance with OHTN people-management practices.
- Identify staffing, operational, technology, finance, and partner capacity requirements; develop recommendations and coordinate implementation with the relevant functional leaders.

Service design and partner relationships

- Manage the design and documentation of eligibility, referral, clinical consultation, navigation, pharmacy and reimbursement, site registration, distribution, and transition-to-coverage workflows, working with appropriate subject-matter experts.
- Build effective relationships with community organizations, clinicians, pharmacies, vendors, and system partners; incorporate lived and community experience into service design and implementation.
- Manage consultation and change management for affected partners and teams, clarify roles and service expectations, and address barriers to access across regions and populations.

Financial, vendor, and risk oversight

- Develop and manage the initiative budget and resource plan with Finance, monitor commitments and expenditures, and recommend adjustments within approved funding and delegated authorities.
- Lead the development of procurement and vendor requirements where needed; participate in selection, contract implementation, service-level monitoring, and vendor performance management in partnership with Finance and Operations.
- Own the program risk register and mitigation plan. Ensure appropriate controls are designed and monitored for reimbursement, eligibility, inventory or distribution, site and vendor activity, and potential misuse or fraud.
- Work with OHTN's privacy, IT, clinical, and operational leads to ensure that program processes protect confidential information and address clinical, financial, equity, operational, procurement, and reputational risks.

Performance, reporting, and accountability

- Establish a performance and evaluation framework with meaningful indicators for uptake, regional reach, demographics, dispensations, duration in the program, transition to ongoing drug coverage, and clinician and provider participation.
- Manage data definitions, collection requirements, reporting workflows, and data quality with the appropriate OHTN teams and external partners.
- Assess delivery against milestones, budget, access, and performance expectations; use findings to improve the program and resolve implementation issues.
- Prepare and present quarterly reports, project updates, decision materials, and briefings for the Senior Director, Programs and OHTN leadership.

ABOUT YOU

- ✓ A degree in public health, health administration, health sciences, social services or a related field, or an equivalent combination of education and relevant experience; a graduate degree is an asset.
- ✓ At least five years of progressively responsible experience in health, public health, community health, or system-level program delivery, including leadership of complex implementation or expansion work.
- ✓ Experience managing consultants and staff, cross-functional teams, and external partners; able to set priorities, make sound decisions, and hold others accountable for outcomes.
- ✓ Experience with government-funded programs, budgets, funder reporting, performance measurement, risk management, and operational controls.
- ✓ Strong understanding of equity-oriented service design and meaningful engagement with communities affected by HIV. Experience in HIV prevention, sexual health, harm reduction, or community-based health services is a strong asset

- ✓ Ability to work with clinical and operational experts on pharmacy, reimbursement, distribution, procurement, and vendor arrangements; direct experience in these areas is an asset.
- ✓ Excellent judgment, facilitation, relationship management, and written communication skills, including the ability to present clear recommendations and brief senior leaders and government partners.
- ✓ Project management training or certification, such as PMP, is an asset.

WHY WORK WITH OHTN

Defined Benefit Pension (HOOPP)

Eligible employees can opt to participate in the Healthcare of Ontario Pension Plan (HOOPP), a defined benefit pension plan that provides predictable retirement income for life. Eligibility begins on your date of hire as a full-time employee.

Benefits and Wellness

Employees and their eligible dependents have access to a employer-paid benefits program, including extended health, dental, and life insurance, and a 24/7 Employee Assistance Program (EAP) subject to eligibility.

HOW TO APPLY

If you are interested in this position, please submit your application via e-mail to careers@ohtn.on.ca

- Please use **"2026.18 – Director, Special Initiatives** as the subject line
- Your cover letter and resume should be attached as a single PDF file

APPLICATION DEADLINE: October 28th, 2026

We would like to thank all applicants in advance for their interest in the OHTN, but only candidates receiving serious consideration will be contacted. No phone calls or agencies please. The posted range reflects the full salary band for the role. Starting salary will be determined based on experience, qualifications, and internal equity. *Artificial intelligence may be used in the screening of applications.*

We welcome those who strive to understand and appreciate the diversity of our network, population, and community. Committed to Anti-Racism and Truth & Reconciliation efforts, the OHTN is dedicated to treating everyone respectfully and fairly. We are also committed to the greater involvement and meaningful engagement of people living with HIV/AIDS (GIPA/MIPA) in all that we do. We welcome applications from persons living with HIV/AIDS and from diverse backgrounds - no matter their race, ethnicity, sex, gender identity and expression, sexual orientation, nationality, socioeconomic status, religion, caste, language, age, and health or other status - to join our team.

We continuously act to implement our Anti-Black Racism and Truth & Reconciliation plans and our DEI policy, fostering equitable, inclusive and accessible processes throughout our entire organization. If you require any accommodations during the hiring process, please do not hesitate to let us know and we will work together to meet your needs.

We are also committed to fostering inclusion and accessibility in all areas of our work. If you require accommodation during the hiring process, we will work with you to meet your needs.