

Executive Director

Position Summary

Reporting to the Board of Trustees, and as the senior operating officer of the Foundation, the Executive Director is responsible for implementing the Board's strategic direction, supporting and guiding the Board, leading day-to-day operations, providing financial accountability, and managing the relationships essential to the Foundation's success.

Key Responsibilities

Strategy, Leadership and Employee Relations

- Prepare an annual operational plan with corresponding operating budget for approval by the Board that supports the Foundation's mission and vision, and the Board's strategic plan.
- Provide leadership in establishing and maintaining effective governance and operational structures, policies and procedures.
- Recommend to the board appropriate staffing and support levels for the organization relative to strategic need and budget and, once approved, implement and manage.
- Foster a culture of inclusivity and diversity within the organization and its personnel.

Financial Oversight

- Oversee management of the Foundation's finances, including budget preparation and analysis, revenue generation, expenditure control and financial reporting, ensuring responsible stewardship of all resources.
- Work closely with the Foundation's accountant, auditor, investment and legal advisors to maintain accurate financial records and compliance with all regulatory requirements.
- Administer an annual budget in excess of \$400,000, demonstrating success in expense management, revenue generation and improving financial results.
- With input from the Board, work with fund development/fundraising staff to develop and implement an annual fund development/fundraising plan including identifying new revenue generation opportunities, pursuing grant opportunities and donor acquisition and retention.

Operations Management

- Oversee the implementation of and report on progress of the Foundation's annual operational plan.
- Present any emerging opportunities and associated cost-benefit analysis (not identified in the annual operational plan) to the Board for consideration.
- Oversee full-cycle management of all Foundation events, ensuring seamless execution and effective partner involvement.
- Lead quality improvement initiatives to enhance delivery of programs and initiatives and elevate organizational performance.
- Stay abreast of emerging technologies and best practices to enhance efficiency and effectiveness in Foundation activities.

- Evaluate, procure and implement software solutions to optimize Foundation operations, including donor management, communication tools, fundraising platforms and financial systems.

Risk Management and Compliance

- Ensure transparency and accountability in all Foundation operations through timely reporting to the Board.
- Identify and evaluate potential risks to the Foundation's operations and finances and implement appropriate risk management strategies as required.
- Maintain records of Foundation business including bylaws, current policies and procedures, board meeting minutes, and other documents as required..
- Ensure Foundation operations comply with all legal and regulatory requirements, policies and procedures, and bylaws.
- Implement appropriate actions to ensure the security and confidentiality of donor, staff and volunteer information.

Relationship Management and Community Engagement

- Cultivate and maintain strong relationships with internal and external partners, including the Leduc Community Hospital and the Community Health Centres, Alberta Health Services, donors, funders and Partners in Health, volunteers and other community organizations.
- Serve as the primary public representative of the Foundation, increasing visibility and awareness through community engagement, networking and outreach activities.
- Collaborate with Alberta Health Services to identify trends and opportunities that support community needs that align with the Foundation's mission and vision and prepare recommendations to the Board for consideration.
- Foster a culture of inclusivity and diversity within the organization and its communities, including consulting and collaborating with Indigenous communities where appropriate.

Communications and Marketing

- Prepare an annual operational communications and marketing plan with associated budget for approval by the Board.
- Provide oversight and direction for implementation of all of the Foundation's communications and marketing efforts.
- Ensure all Foundation communications are clear, accurate and aligned with the organization's values, goals and brand.
- Act as key spokesperson for the Foundation with the media.

Qualifications

- Post-secondary degree or diploma in nonprofit management, business administration, communications or related fields or clear demonstrated equivalency.
- Minimum three years experience in a senior management, leadership role in a non-profit environment.

- Demonstrated experience with expense management, income generation and revenue diversification, financial reporting and accountability.
- Superior communication and interpersonal skills and a strong track record building and maintaining relationships with diverse stakeholders.
- Results-oriented, intentional thinker with the ability to develop and implement strategic, effective plans and initiatives.
- Proficient with Microsoft Office and/or Google Workspace and working knowledge of customer relationship management (CRM)/donor management platforms, such as DonorPerfect.
- Demonstrated success in spearheading quality improvement initiatives, supporting a strategic board and associated committees.
- A commitment to equity, diversity and inclusion, including building relationships with Indigenous peoples and communities.
- Proven ability to develop, support and lead staff and volunteers.