

Executive Director

Position Title:	Executive Director (ED)
Start Date:	December 1, 2021
Hours:	Monday – Friday with some evening and weekend work required, depending on the needs of the organization
Salary:	Dependent on experience
Position Description:	The Chinook Regional Hospital Foundation raises funds and stewards the use of the donations to support healthcare services that are needed in our community. This work supports the vision for a healthy community that has access to outstanding healthcare. The Foundation is committed to reflecting 9 core values within their work: the responsible stewardship of funds, accountability, professionalism, high ethical principles, compassion, care, excellence, safety, and collaboration.

Aspiring Culture of the Foundation

The Foundation's board and staff value open and honest communications through positive attitudes, building a trusting environment of both reporting and feedback. They believe that all people are equal and deserve equal rights and opportunities. Compassion and caring are at the root of everything they do. Transparency is essential; both the board and staff understand how important decisions that impact them are made. Effective governance is maintained through careful planning, execution, accountability, and measurement.

The Executive Director (ED) works to reflect the Foundation's mission, vision, values, and culture. This position is responsible for the management of the Foundation's overall fund development program in concert with the Board, while providing community members with volunteer and donor opportunities that align with the Foundations' mission, vision, and values. The ED is responsible for all of the day-to-day activities and functions of the Foundation and coordinates a comprehensive program of receiving, raising, maintaining, and disbursing charitable gifts in support of the Foundation's mission. The position is accountable to the Chinook Regional Hospital Foundation Board.

Position Duties & Responsibilities:

- **Fund Development** – manage the Foundation's overall fund program, including annual giving program(s), major gifts, fundraising events, planned giving program, 3rd party events, cause related marketing campaigns, gaming, and lottery activities.
- **Revenue Development** - increase and develop alternate funding streams through the completion of funding proposals, grant applications, and reports.
- **Financial Management & Reporting** – prepare both short-term and long-term financial plans and annual budget; manage the organization's resources and complete monthly monitoring; complete Annual Report and AGM preparation.



- **Human Resources Management** – hire, manage, lead, and support employees and volunteers; complete annual performance evaluations; provide effective leadership.
- **Operations Management** – ensure all activities align with organizational strategy and strategic plan in concert with the Board of Directors; seek opportunities for improved governance and operations; manage service contracts to ensure quality services are being provided; and ensure appropriate insurance coverage.
- **Communications Management, and Public Relations** – Build and maintain strong relationships with community partners and stakeholders; act as the Foundation's spokesperson in the community, within the hospital, and with the media; manage production of internal and external publications and social media content.

Specific Skills & Requirements:

- Post-secondary education with a focus in Business, Management, Finance, and equivalent work experience
- Exceptional communication skills, both written and verbal
- Meticulous attention to detail and financial acumen
- Organized, with the ability to prioritize
- Ability to execute quickly and effectively while working with tight deadlines
- Excellent critical thinking, problem solving, and decision-making skills
- Extensive knowledge and experience with managing financial resources – Fundraising experience essential
- Strong leadership skills with experience in management
- Knowledge of human resources and related employment legislation
- Experience working with a Board of Directors an asset
- Demonstrated ability to develop and communicate new initiatives
- Experience with grant writing, grant management, and reporting
- The Board of Directors support ongoing professional development opportunities
- Membership with the Association of Fundraising Professionals (AFP) considered an asset



- Culture Notes:
- Professional office setting within a clinical/hospital environment
 - Close, hardworking team, dedicated to the Foundation's mission
 - Dedicated and involved Board of Directors
 - The Chinook Regional Hospital Foundation offers a competitive salary and benefits package, paid vacation, and flexible hours upon the completion of the probationary period.

Other Notes:

Known for the beautiful coulee views and the warm chinook winds, Lethbridge is a scenic community with clear skies and mild winters, receiving an average of 320 days of sunshine per year. As a mid-sized city over 100,000 people, Lethbridge has a rich history, including Treaty #7, coal mining, railroading, ranching and agriculture, and much more. Driving distance to ski resorts, the Rocky Mountains, national parks, and the U.S border. For more information on the community of Lethbridge, please visit:

<https://www.chooselethbridge.ca/>
<https://www.lethbridge.ca/City-Government/About-Lethbridge/Pages/default.aspx>
<https://tourismlethbridge.com/>

To Apply: Please email a cover letter and resume to: info@collaborativestrategies.ca. This competition will remain open until a suitable candidate is found.

For more information on the Chinook Regional Hospital Foundation please visit: www.crhfoundation.ca