



Perley Rideau

The Perley and Rideau Veterans'
Health Centre Foundation

La Fondation du Centre de santé
Perley et Rideau pour anciens combattants

1750 chemin Russell Road, Ottawa, Ontario K1G 5Z6
Tel/Tél: (613) 526-7173 #honourandcare www.perleyrideaufoundation.ca

Job Posting #2019-201

The Perley and Rideau Veterans' Health Centre Foundation – Executive Director

The Perley and Rideau Veterans' Health Centre is one of Ontario's largest, most innovative and progressive long-term care homes. Here, Veterans enjoy priority access to not only 450 long-term care beds, but also to 139 independent-living apartments and a remarkable range of therapies and services. Innovation has spurred the evolution of the Perley Rideau throughout its existence, improving quality of care and delivering great value to the community.

The Perley Rideau Foundation is a fully independent, registered charity that raises funds to help the Health Centre provide seniors and Veterans every opportunity to enjoy healthy, fulfilling and dignified lives. The Perley and Rideau Veterans' Health Centre Foundation is the fundraising arm of the Health Centre and is seeking a motivated and team-oriented individual for the full-time position of:

Executive Director

Full-time – some evenings and weekends required.

Candidate Profile – Executive Director

The Executive Director will report to the Board of Directors through the Chair, and will work closely with employees, volunteer leaders and partners to continue moving our organization forward.

We are seeking a fluently bilingual seasoned fundraiser and team leader. The ideal candidate will have a fulsome and diverse network in the Ottawa Region. In addition, the ideal candidate will draw on previous experience to manage development and support staff, volunteers, and Health Centre resources. Highly motivated and gaining personal fulfillment in building and implementing donor campaigns, strategic philanthropy initiatives, planned giving, major gifts and capital campaigns, including securing funding to support research and chairs, this individual will instinctively collaborate with the Perley and Rideau Veterans' Health Centre (PRVHC) and the Perley Rideau Veterans' Health Centre Foundation (PRVHCF) Board directors to leverage synergies and maximize all fundraising efforts and opportunities.

With a strong focus on major gift fundraising the ideal candidate will promote a moves management culture and bring a consistent solicitation approach, with active leadership and participation in securing multiple high end gifts from individuals, corporations, foundations and donor organizations. The ED will articulate our case for support and inspire philanthropy through aspirational and visionary conversations with our donors and prospective donors. Having past experience engaging senior support volunteers, community leaders and institutional leadership in major gift prospect identification, cultivation, solicitation and stewardship, the ideal candidate will effectively work with and through others. Among a number of initiatives the Health Centre is establishing a Centre of Excellence in Frailty Informed Care which will be partly funded by a Capital Campaign managed by the Foundation's ED and an outside Consulting firm. The ED's Campaign management experience will be critical to the success of the Campaign.

An active listener who is open and flexible to various communications styles, the successful candidate will be an adept communicator who is comfortable telling our story in front of diverse audiences who represent our multicultural communities. Consistent and collaborative, the ideal candidate will value idea-sharing, constructive and diverse conversation and bold forward – thinking. The new ED will be a strong writer who is able to infuse their passion for and understanding of our cause into every communications piece. The new ED will enhance our social media presence and seek new technological innovations to reach and expand our donor base. The successful candidate will have a University degree or community college diploma in a related field or equivalent background in fundraising; Certified Fund Raising Executive (CFRE) accreditation will be viewed as an asset; minimum 10 years' experience in major gift fundraising with a track record of success in securing 5 to 6 figure gifts, excellent communication skills, written and verbal; public speaking skills; bilingual (English/French) required. Flexibility to work some evenings/weekends as required.

Calm, grounded and steady, with resilience and perseverance, the new ED will be undaunted by challenges. Displaying a high degree of emotional intelligence and self-awareness, the ideal candidate will intuitively know when to push forward and when to respectfully pull back. A strong bridge builder and team oriented, the new ED will be comfortable on a small team within a very large and complex organization. Willing to offer help when needed, the successful candidate will be open, transparent and highly collegial.

The ED will possess solid organization and project management skills, paying high attention to detail and quality while managing the multiple moving parts of the role. Disciplined and accountable the ED will strive in all areas of performance. The ideal candidate will be both pragmatic and results focussed, and will appreciate that sound strategy and rigorous process leads to success in closing gifts.

Inspired by our role in the care of the frail and elderly, the successful candidate will embrace our commitment to honour and respect the residents of the PRHC.

The candidate will have demonstrated competence in the following key responsibility areas:

- Board and Volunteer management
- Organizational leadership and strategic planning
- Team leadership and human resources management
- Fund development and donor relations
- Communications and Advocacy
- Financial and operational management
- Immediate and Ongoing Priorities
- Ensure a smooth transition of leadership by motivating a high performance team
- Recruit staff to complete any team vacancies
- Develop a coordinated fund development structure, implement strategies to diversify resource development, and significantly increase revenues while building the donor base
- Oversight of our Caring for the Future Capital Campaign, 2019-2014.

Compensation range: \$102,392 to \$134,700 plus benefits package.

Expressions of interest and resumes may be forwarded by 4:00 p.m. on May 10, 2019 to:

Daniel Clapin, ACFRE, Executive Director
The Perley and Rideau Veterans' Health Centre Foundation
1750 Russell Road, Ottawa, ON K1G 5Z6
Fax 613-526-7202 E-Mail: dclapin@prvhc.com
www.perleyrideau.ca

We thank all candidates for applying; however only those candidates selected for an interview will be contacted.



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The Perley and Rideau Veterans' Health Centre Foundation Job Description

Job Title: Executive Director

Reporting: Reporting directly to the Board of Directors of The Perley and Rideau Veterans' Health Centre Foundation, is vested with authority to act on behalf of the Board of Directors in keeping with its policies and the by-laws of the Foundation as amended from time to time. In addition, the Executive Director shall perform in the same manner any special duties assigned or delegated to the Executive Director by the Board of Directors. Consistent with the mission, vision, strategic direction and priorities approved by the Foundation's Board of Directors, the Executive Director's responsibilities are as follows.

The emphasis will be placed on retaining/upgrading current Major Gift and Planned Giving donors and the solicitation of new donors by ensuring effective donor centered and volunteer centered cultivation, stewardship, recognition.

Job Duties and Responsibilities:

- Reporting to the Board of Directors, provides oversight and leadership, strategic direction and initiatives in fundraising through planning, designing, establishing fundraising programs, initiatives and strategies pertinent to Capital Campaigns (as required from time to time), Planned Giving, Major Gift Giving, Special Events, Third Party Events, Annual Giving programs and Investment holdings management;
- Responsibility for revenue generation of Major Gifts and Planned Giving programs from identification to solicitation and stewardship;
- Overall responsibility for Foundation operations and assets, including financial reporting matters of the Foundation;
- Works closely with Health Centre's CEO to ensure fundraising priorities are aligned to Health Centre's priorities, needs and requirements;
- Fosters communications and strong ties through ongoing liaison with Veterans' and other community organizations concerned with the well-being of seniors and their families;
- Represents the Foundation with other institutions, associations and the media on fundraising matters related to its mission and priorities;

- Builds a prominent profile for the Foundation within the communities served by the Health Centre;
- Assists the Board of Directors with identifying, recruiting and training Board Members;
- Is a member of the Foundation Executive Committee as Secretary for the Foundation;
- Works in partnership with the Foundation Board of Directors. Attending meetings of the Board of Directors and its Committees as well as the Health Centre's Board Meetings;
- Manages the business of the Foundation through preparing the annual budget, including expenditures and revenues associated with specific fundraising initiatives;
- Reporting regularly on the achievement of short-term, mid-term, and long-term actions and results of the Foundation in response to strategic priority needs of the Health Centre, including disbursements and letters of instruction;
- Responsibility for recruitment, training, professional development and performance review of Foundation personnel and consultants as required;
- Communicating on an ongoing basis and as required with the Chair of the Board and Directors on matters requiring Board input and approval;
- In conjunction with the Foundation's Executive Committee, sets annual objectives and reviews previous year's results.

Experience and Qualifications:

- University degree or community college diploma in a related field or equivalent background in fundraising, administrative, communications and/or public relations;
- 10 or more years as an accomplished fundraiser in all revenue generation divisions;
- CFRE or ACFRE designation is an asset;
- Successive leadership roles and responsibilities within the fundraising sector;
- Demonstrated success managing capital campaigns;
- Hands-on experience with Planned Giving, Major Gifts, Annual Giving Programs, Stewardship, and managing multi-million dollar Capital Campaigns;

- **Demonstrated relationship management experience with prospective donors through all stages of the donor pipeline;**
- **Experience developing and executing fundraising plans and coordinating fundraising events;**
- **Knowledge of Canada Revenue Agency guidelines;**
- **Excellent organizational skills with the ability to meet multiple and competing priorities;**
- **Strong communication and interpersonal skills;**
- **Fluently bilingual, English and French is required;**
- **Computer skills, including Microsoft Office; Raiser's Edge is an asset;**
- **Strategic thinker and problem solver;**
- **A passion for healthcare fundraising;**
- **Highly professional, acts with integrity;**
- **Creative, innovative and resourceful;**
- **A drive to succeed personally, and to support team success;**
- **Flexibility to work some evenings/weekends as required.**