

Pembroke Regional Hospital Foundation is currently seeking an Executive Director. This position is offered on a **Full-Time** basis.

The Pembroke Regional Hospital touches the lives of hundreds of people every day from all around Renfrew County. The PRH Foundation is the fundraising arm of the Pembroke Regional Hospital, where we work closely with our community to support programs and services integral to the advancement of exceptional health care in our region. We are fortunate to partner with such a generous community, who values bringing comprehensive health care closer to home. If you are interested in working in an office where you feel valued and the work is rewarding, the Pembroke Regional Hospital Foundation is the place to be! We are currently searching for a dynamic highly skilled leader to manage the operational and strategic direction of the organization.

The Executive Director reports directly to the PRHF Board of Directors and is responsible for executing the fundraising and operational objectives of the Foundation. The successful applicant must be a highly motivated self-starter who is able to build successful working relationships with a variety of stakeholders, has strong project management and leadership skills and has several years of experience working in the core areas of fundraising – major gifts, grants, direct mail, and special events. S/he will bring superior communication and relationship management skills. Key priorities of the position include: initiating, planning and implementing an ongoing comprehensive fundraising program to support PRH patient care and capital programs; managing day to day operations of the Foundation; and, collaborating with the Board on annual goals and objectives.

Preference will be given to candidates that have the following Qualifications

REQUIREMENTS:

- Undergraduate degree or diploma in Business, Communications, Marketing, Public Relations
- Professional Certification as a Certified Fund Raising Executive
- Fundraising Management Certificate from an accredited post-secondary institution will be considered an asset
- Minimum of 5 years of progressive fundraising experience, preferable in a health care environment
- Minimum of two years experience working with a volunteer Board
- Knowledge of related standard, legislation and best practices
- Demonstrated success in major gifts, planned giving programs and capital campaigns
- Working knowledge of not for profit management , including financial and fund development
- Proven time and project management skills
- Ability to manage multiple priorities and projects and achieve objectives within deadlines
- Strong communication, public relations, presentation, interpersonal and negotiation skills
- Knowledge of local community issues and needs an asset
- Working knowledge of Microsoft Office application and familiarity with donor software
- Able to work a flexible schedule in conjunction with events including evenings and weekends
- Bilingualism is preferred

Qualified candidates are required to apply online through the following link:

<http://www.pemreghos.org/hr>

We thank all candidates for applying, however, only applicants selected for an interview will be acknowledged. *An equal opportunity employer* Visit our Website at: www.prhfoundation.com