

## **Anishnawbe Health Foundation**

### **Executive Director**

**Posted On:** December 23, 2024

**Closing On:** February 6, 2025

**Location:** Toronto, ON

**Employment Type:** fulltime

**Level:** management

**Salary Range:** \$170,000 - \$200,000

**Website:** <https://supportanishnawbe.ca/>



Anishnawbe Health Foundation

### **THE OPPORTUNITY**

Anishnawbe Health Foundation is seeking a new Executive Director (ED) to lead the Foundation, inspiring philanthropy that improves the health and wellbeing of Indigenous people, toward the vision of healthy Indigenous peoples contributing to sustainable urban communities.

Reporting to the Board of Directors, the Executive Director will be responsible for supporting and guiding the Foundation in a manner that fulfills the Foundation's vision, mission, and beliefs. The ED will also consult and work closely with Anishnawbe Health Toronto, as the parent organization to the Foundation, and will ensure a positive and productive relationship between the Health Centre and the Foundation.

Overall, the ED will be responsible for leading the development and implementation of fundraising programs, ensuring high levels of donor engagement, overseeing marketing and public communications, and managing the Foundation's day-to-day operations. The new incumbent will support the Board in setting strategic direction and managing risk and finances, to ensure financial accountability, sustainability, and operational effectiveness. Ideally, the successful candidate will bring previous experience as an Executive Director or CEO, will know how to support and work effectively with a Board and Committees, and will understand that small organizations require flexibility, initiative, efficiency, and strong follow-through.

The new Executive Director will be an authentic and skilled people leader who inspires engagement and achievement. As the lead fundraiser for the Foundation, the ED will build on the momentum and excitement of the new Centre opening to grow relationships with new and existing donors, fundraising volunteers, and organizational and community partners.

*Foundation staff work in a hybrid manner from their co-working office at 507 King St East, Toronto which is a short walk from the new Anishnawbe Health Centre. We are open to considering candidates who reside in the GTA or within commuting distance. While we envision this as a full-time role, we are open to considering a part-time Executive Director, with compensation pro-rated accordingly.*

## **ABOUT ANISHNAWBE HEALTH CENTER**

For over 30 years – more than one generation – Anishnawbe Health Toronto has been the only provider of Western medical services combined with traditional healing services within a multi-disciplinary healthcare model. The vision of the late Elder, Joe Sylvester, our Indigenous-led, accredited Community Health Centre is the model for other Indigenous Community Health Centres and health access centres across Ontario.

Anishnawbe Health Toronto continues to grow to meet the needs of the community it serves, offering access to healthcare practitioners from many disciplines including Traditional Healers, Elders and Medicine People. Ancient ceremonies and traditions, intrinsic to the Indigenous health care model, are available. Our work with the homeless has evolved from early directions of crisis intervention to our current efforts of working with those who seek to escape homelessness. Training programs offer community members the opportunity to learn and grow in a culture-based setting.

Today, Anishnawbe Health Toronto sees over 30,000 client visits annually, with nearly 20% of clients under the age of 21. We not only promote Traditional Aboriginal practices but have affirmed and placed them at the core of what we do. Our model of health care is based on Traditional practices and approaches and is reflected in the design of the 60+ programs and services that we offer to people at all stages of life, from newborns to seniors.

## **MISSION**

To improve, support, and promote the health, well-being, and healing of Aboriginal people in spirit, mind, emotion, and body within a multi-disciplinary health care model.

## **VISION**

- Aboriginal Community
- That nurtures the Family Spirit and strengthens family identity by embracing and sharing culture and traditional knowledge.
- That respects the beauty and power of nature and creation and helps to ensure a healthy environment.
- Where individuals and families are strong spiritually, emotionally, mentally and physically, independent and self-sufficient; with ready access to Traditional Health and healing as well as culturally safe models of care from pre-birth (Traditional Midwives) to preparation for return to the spirit world (Traditional Healers).
- Where individuals are self-determining and able to take advantage of opportunities in order to reach their full potential and are prepared to share with others.
- Where people have a strong sense of identity and pride, as well as being knowledgeable of their traditional ways and values.
- Where Healing Lodges are at the centre of the community and accessible to all of our people.

## **BELIEFS**

AHT roots all of its activities on the following teachings:

- Healing, learning, and teaching are synonymous.
- We are all responsible for our personal health, wellness, and healing.
- Nature and creation is our First Family. We show respect for our First Family and include them in our prayers. We also show respect for the spirits of our ancestors who are part of our First Family.
- There is an energy or life force which exists throughout nature and creation. This energy is within all of us. It gives us life and emanates from the human body. It is our spirit; it then affects the mind, then the emotions, and finally the body; for healing to occur, treatment must include our whole being.
- The Healing Path also includes preparations for the journey to the Spirit World. Death is part of the cycle of life.

## **PRINCIPLES**

AHT will work toward achieving its visions and carrying out its mission based on the following principles:

- We respect teachings of all people.
- We accept and provide care to all Aboriginal people and their families, including status and non-status First Nations, Inuit, and Metis people.
- We respect the right of our clients to receive services free from judgement and to choose the care path that is right for them.
- We strive to provide services that enable people to reconnect with and strengthen their spirit.

## **A NEW HOME FOR ANISHNAWBE HEALTH TORONTO**

In 2017, the Foundation launched a \$10 million campaign to raise funds to support Anishnawbe Health Toronto's objective to build a new Health Centre with more capacity to support Indigenous people in and around Toronto and to support the reclamation of traditional healing practices.

In November 2021, the Foundation announced the fundraising goal had been exceeded, with \$10.3M raised. And in mid-June 2024, just before National Indigenous Peoples Day, Anishnawbe Health Toronto celebrated a significant milestone as the team officially moved into their new home.

This transition wasn't just about relocating; *it marked a pivotal step forward in achieving the mission to provide outstanding care and support.* The new Centre represents a blend of innovation and tradition, designed to enhance services and enrich the well-being of the community.

Located at 425 Cherry Street, Toronto, this beautiful new facility is more than just a building—it's a beacon of hope and healing for our community that marks the first project on the site of a new

Indigenous Community Hub for the city of Toronto. The team is hard at work fulfilling the vision for the new building and the programs and services that are offered.

Among the many enhancements that have accompanied moving into the new building, the Anishnawbe Health Centre Toronto now offers:

- **Ceremonial Spaces:** Crafted with care, these spaces will offer a place where community members can gather to honor their heritage, share wisdom, and strengthen their connections to one another and their ancestors.
- **Traditional Medicines Area:** A dedicated space to honor and provide traditional healing practices.
- **Community Rooms:** Designed for connection and collaboration, these rooms are perfect for gatherings and workshops.
- **Indigenous Peoples Landscape:** An outdoor area that celebrates and respects Indigenous cultures.

The campaign also raised \$2 million to support the implementation of a pilot program to train and develop Traditional Helpers with the goal of increasing the number of Traditional Healers in Canada.

In addition, with donor support the Foundation has contributed to increased staff capacity for AHT, emergency COVID-19 relief and other urgent support for the Indigenous community, as well as the creation of an online Traditional Teachings library called Wisdom Weavers.

#### **ABOUT ANISHNAWBE HEALTH FOUNDATION**

Today, nearly 90% of the urban Indigenous population in Toronto lives below Canada's low-income line. Indigenous people are often living at the margins of society and are more likely than non-Indigenous to be homeless, unemployed and to have not completed high school. *This inequity contributes to chronic disease and complex health issues resulting in multiple health care needs and in many cases, premature death. Anishnawbe Health Foundation and Anishnawbe Health Toronto are committed to making an impact with the help of the many donors who contribute to this work.*

Anishnawbe Health Foundation (AHF) is an Indigenous registered charity that works with generous donors and partners to support Indigenous peoples and families in Toronto in their health and wellness. As an integral partner to Anishnawbe Health Toronto, the Foundation holds responsibility for all philanthropic strategies to attract donations that complement various government funding and grant programs of this fully accredited health centre. AHF also manages foundation assets and investments while attracting financial support for Anishnawbe Health Toronto capital projects, innovation initiatives, and research.

The Board of Directors and Executive Director at Anishnawbe Health Foundation determine the direction for the foundation in alignment with the vision and mission of the Anishnawbe Health Toronto, setting strategy and policies for the Foundation to contribute to improving, supporting and promoting the health and well-being of Aboriginal people. Foundation staff, in turn, work with the Executive Director to operationalize these strategies, working closely with donors, volunteers, and Anishnawbe Health Toronto colleagues.

Currently, we have a staff team of four, including the Interim Executive Director under contract, as well as a part-time contractual bookkeeper. Anishnawbe Health Foundation staff continue to work in a hybrid manner from their co-working office at 507 King St East, Toronto which is a short walk from the new Anishnawbe Health Centre.

## **FOUNDATION VISION**

Healthy Indigenous peoples contributing to sustainable urban communities.

## **FOUNDATION MISSION**

To inspire philanthropy to:

- Support an environment where the urban Indigenous community can heal spiritually, physically, emotionally and mentally by enhancing capital and program funding for Anishnawbe Health Toronto; and
- Foster the reclamation, preservation, research and application of traditional healing methods, including the sharing of these with all people.

## **FOUNDATION VALUES**

**Respect:** We acknowledge and honour the fundamental value and dignity of all individuals and the teachings of all peoples. We pledge ourselves to creating and maintaining an environment that respects diverse traditions, heritages and experiences and honours the commitment of our donors, volunteers, partners and staff.

**Collaboration, Partnership and Teamwork:** We recognize that we cannot walk our healing path alone. We value and are committed to building strong relationships with all of our partners, including volunteers, corporate and community partners, donors, other Indigenous organizations in Toronto and other urban centres, and supporters towards our common goals of a strong, healthy urban Indigenous community and reconciliation.

**Transparency and Accountability:** We are committed to ethical fundraising, exemplary governance and stewardship practices and accountability. Our Foundation is well-managed, efficient and a great place to volunteer, work and invest in. We are focused on delivering results.

## **ADDITIONAL INFORMATION**

- [Who We Are \(AHT\)](#)
- [Strategic Plan 2023-2027 \(AHT\)](#)
- [Annual Report 2023-2024 \(AHT\)](#)
- [About Our Logo](#)
- [Leaders in Community Health](#)
- [Reclaiming Identity and Healing](#)

- [Traditional Teachings \(AHT\)](#)
- [A New Home for AHT](#)
- [Foundation E-newsletters](#)
- [Impact Stories](#)
- [Foundation Board of Director Bios](#)
- [Foundation Financials 2024](#)

## **EXECUTIVE DIRECTOR – KEY DUTIES & RESPONSIBILITIES**

### **Board Relations & Support:**

- Developing strong relationships with a dynamic and engaged Board.
- Supporting the Board’s strategic planning process to ensure that the Foundation can successfully fulfill its mission into the future.
- Supporting the Board and Governance and Nominating Committee in the recruitment and orientation of new Board members and committee volunteers.
- Communicating effectively with the Board and providing timely and accurate information for the Board to function properly and to make informed decisions.
- Developing and overseeing the Board and committee calendar, organization and relevant briefing materials, including written update reports.
- Supporting the Board in fulfilling good governance requirements under the federal Not-for-Profit Corporations Act on behalf of the Board.
- Proactively advising the board of upcoming legislative or regulatory changes affecting Anishnawbe Health Foundation.
- Advising the Board on measures to be taken to govern in accordance with its internal by-laws.
- Supporting the Board in its effective relationship with Anishnawbe Health Toronto.
- Providing quarterly status reports on progress in achieving set goals.
- Providing timely alerts to the Board on key emerging issues and communications initiatives.
- Working with Anishnawbe Health Toronto to ensure coherence in mutual strategic planning efforts.

### **Fundraising:**

- Developing long-term sustainable fundraising strategies, plans and programs for Board approval, and implementation in partnership with staff and volunteers.

- Leading all fundraising activities and developing revenue sources and relationships in support of the Foundation's mission and operations.
- Liaising with Anishnawbe Health Toronto regarding fundraising priorities, reporting back to donors on the use of funds, and donor-related events and activities.
- Developing and managing fundraising campaigns, events, initiatives, and communications with existing and potential donors.
- Leading major donor prospecting to identify and cultivate potential donors, including individual, corporate, foundation, service clubs, and community groups.
- Lead and maintain ongoing relationships including community engagement, partnership-building, donor cultivation, and fundraising initiatives.
- Creating recognition, stewardship and donor reporting plans that measure and evaluate donor impact and contribute to successful long-term relationships with donors.
- Developing and entering into donor gift agreements, and ensuring proper accountability back to such donors; and ensuring advance consultation with Anishnawbe Health Toronto on agreements potentially affecting future cash flows to AHT.

#### **Communications & Community Engagement**

- Overseeing communication with donors, partners, stakeholders and key communities of interest.
- Enhance the Foundation's community profile by being active and visible in the community and by working closely with the Board and Anishnawbe Health Toronto staff to ensure coordinated relationships with the private sector, non-profit organizations, governments and the Indigenous community.
- Effectively supporting Anishnawbe Health Toronto in its key messaging on programming, capital requirements, and general fundraising purposes.
- Reporting to donors to keep them informed on the Foundation's progress in meeting strategic goals and on general Foundation activities.

#### **People Leadership:**

- Determining staffing requirements to support the operational success of the Foundation.
- Recruiting staff with the right skills, and technical, and personal abilities to help further the Foundation's mission.
- Ensuring job descriptions are up to date for Foundation staff within the approved organizational structure, and maintaining this as the Foundation grows and evolves.
- Effectively leading, coaching, mentoring, and evaluating all staff and contractual support services.

- Overseeing the implementation of human resources policies, procedures and practices, and ensuring that these are kept updated over time.
- Employing effective management techniques, including team-building within a values-driven workplace culture.
- Establishing a positive, healthy and safe work environment in accordance with all appropriate employment, workplace and occupational health and safety and human rights legislation and regulations, and consistent with the values of the Foundation.
- Orienting and onboarding new staff, and ensuring that appropriate ongoing training and professional development is provided to maintain a high level of performance by all staff.
- Developing and communicating job expectations and annual performance goals, and implementing appropriate performance management processes for staff.
- Managing staff within appropriate employment, workplace and human rights legislative and regulatory standards.
- Supervising and holding staff accountable for administering the Foundation's policies, processes, rules, systems and procedures.

**Foundation Operations:**

- Overseeing and leading in all areas of operations, meeting annual organizational performance goals set jointly with the Board, with achievements based on jointly agreed key performance indicators.
- Ensuring that the terms of the Memorandum Of Understanding with Anishnawbe Health Toronto are fulfilled.
- Developing an annual business plan and budget for Board approval in accordance with the approved strategic plan.
- Allocating and managing all resources to ensure that the operations are aligned with the Foundation's approved strategy, business plan and annual budget.
- Implementing approved board policies and in accordance with Foundation by-laws.
- Reviewing existing policies, by-laws and procedures on a regular basis and recommending changes to the Board as appropriate; and proposing new or updated policies, by-laws or procedural changes to the Board for approval.
- Ensuring the infrastructure to support Foundation fundraising efforts.
- Ensuring that employee, client, donor and volunteer files are securely stored, and privacy/confidentiality is maintained.
- Ensuring that the Board and the Foundation carry appropriate and adequate operating and liability insurance; ensuring the Board and staff understand the terms, conditions, and limitations of the insurance coverage.



- Ensuring that the Foundation complies with all federal Not-for-Profit Corporations Act and Income Tax Act requirements and monitoring any legislative or regulatory changes affecting AHF policies, by-laws or procedures.
- Responsibly carrying out official signing authority and ensuring all notes, agreements, commitments, and contracts made and entered into, on behalf of the Foundation, comply with applicable laws, regulations, ethics and organizational values.
- Securing Board approval for significant structural changes to the AHF organization.

### **Financial Performance & Sustainability**

- Developing and managing required sources of revenue sufficient to ensure both the financial health of the Foundation and to meet annual fundraising targets jointly agreed upon with Anishnawbe Health Toronto.
- Ensuring the fiscal integrity of the Foundation, including preparing annual budgets and quarterly financial statements for the Board, which accurately reflect the financial condition of the Foundation.
- Monitoring external environment, identifying issues that may impact the foundation and recommending mitigation measures.
- Preparing a risk management strategy for Board approval as part of annual budget preparation.
- Managing Foundation finances and operations within approved annual budgets; and seeking board approval for subsequent changes.
- Ensuring efficient resource utilization and maintaining a positive financial position.
- Monitoring and reporting to the Board, through the Finance, Audit and Investment Committee (FAIC), on investment and fund performance.
- Liaising with external auditors and the Board FAIC on the annual audit.
- Implementing recommended actions or changes as instructed by the FAIC.
- Fulfilling Income Tax reporting requirements in support of Board duties.
- Ensuring the Anishnawbe Health Toronto fund transfer agreements and arrangements are approved by the Board and implemented in a timely way.

### **QUALIFICATIONS & COMPETENCIES**

- Previous organizational leadership experience within a charitable or non-profit organization is essential in this role.
- The ideal candidate will have served in an Executive Director / CEO role, but we are also open to candidates who have appropriate progressive leadership experience.

- Direct experience overseeing and managing not-for-profit operations is expected, including human and financial resources management, and operations planning and execution.
- A strong track-record in fundraising and donor engagement is critical, as is experience successfully developing and implementing a range of fundraising programs (annual, monthly, planned, major, corporate) that grow year over year.
- Previous experience supporting and working with volunteers, including a Board of Directors and its respective committees.
- Demonstrated ability to build effective relationships and partnerships, and foster enthusiasm and commitment of staff, donors and communities of interest, partner organizations, and various internal and external stakeholders.
- Knowledge of relevant federal and provincial legislation and regulations pertaining to the management of a non-profit corporation and registered charity.
- Experience in supporting and/or working with vulnerable, marginalized communities.
- Demonstrated practice of sound workplace ethics and personal integrity.
- Demonstrated personal values such as respect, kindness, empathy, sincerity, authenticity, humility and collaboration.
- Ability to pass various security checks such as Criminal Record and Abuse Registry Checks.

*Anishnawbe Health Toronto and Anishnawbe Health Foundation are committed to diversity and value the contribution of its employees from diverse backgrounds and experiences. While lived experience with Indigenous cultures, organizations, and communities is considered an asset for this role, we welcome qualified candidates from diverse cultures. Possessing some awareness of the challenges and opportunities relating to Indigenous health, wellness, and traditional spirituality would be helpful, as is a commitment to listening and learning.*

#### **FOR MORE INFORMATION**

KCI Search + Talent has been retained to conduct this search on behalf of Anishnawbe Health Foundation (AHF) For more information about this opportunity, please contact Tara George, Executive Consultant, KCI Search + Talent by email at [AHF@KCI Talent.com](mailto:AHF@KCI Talent.com).

All inquiries and applications will be held in strict confidence. Interested candidates should send resume and letter of interest to the email address listed above by **February 6, 2025**.

To view full position brief, please visit [www.kcitalent.com](http://www.kcitalent.com)

The target hiring range for this position is \$170,000 – \$200,000 commensurate with experience, plus comprehensive benefits.

*Anishnawbe Health Toronto and Anishnawbe Health Foundation are committed to diversity and value the contribution of its employees from diverse backgrounds and experiences. We welcome applications from Indigenous persons, visible minority group members, women, and persons with disabilities, members of sexual minority groups, and others who contribute to greater diversity of perspectives.*

*We welcome candidates from all communities and cultures. Possessing some knowledge of and sensitivity to the challenges and opportunities relating to Indigenous health, wellness, and traditional healing practices is expected, as is a commitment to listening and learning. While lived experience with Indigenous cultures, organizations, and communities is considered an asset for this role, we welcome qualified candidates from diverse cultures.*