



Job Opportunity

The Kemptville District Hospital Foundation is seeking an Executive Director.

The Foundation recently completed a capital campaign surpassing the goal of \$2.2 million (\$2.4) to purchase a new CT Scanner for KDH.

Building on the momentum of this very successful campaign, the Foundation is seeking an individual that can lead the Foundation to grow both its annual and major gift programs in order to fund the priority equipment needs of the KDH.

Executive Director, KDH Foundation

The Executive Director (ED) at the Kemptville District Hospital Foundation reports directly to the Board of Directors.

The ED is responsible for the development, execution and overall management of the annual operating plan to increase revenue to the Foundation.

The Foundation has one other full time staff member for a complement of two full time positions.

Key Responsibilities:

- **Strategic Development:** Leads the development of both short-term and long-term fundraising strategies, establishing key performance indicators and setting annual goals through a comprehensive fundraising plan
- **Fundraising :** Oversees the planning, execution, and management of all annual fundraising activities, including direct mail (donor acquisition, and patient mailings) special events, major gifts, and legacy giving to ensure the continued growth and success of the Foundation.
- **Capital campaign:** Responsible for the stewardship of campaign donors and ensuring all pledges to the campaign are fulfilled and recognized.

- **Budget Oversight:** Prepares and monitors operational budget ensuring financial discipline and alignment with targets.
- **Donor Relations:** Builds and nurtures strong relationships with donors, and implements personalized donor recognition programs to ensure continued support to the Foundation.
- **Policy and Procedure Management:** Oversees the development and updating of administrative, financial, and fundraising policies, including donor record-keeping to ensure all procedures are well-documented and efficiently executed.
- **Legal and Regulatory Compliance:** Ensures that all Foundation activities comply with legal, statutory, and reporting requirements, maintaining its status as a registered public foundation and adhering to all nonprofit regulations.
- **Audit:** Works with Auditors to support the annual audit.
- **Governance:** Works closely with the Board and organizes Board meetings, committee meetings and the AGM.
- **Public Engagement:** Acts as the Foundation's spokesperson at various events. Develops annual communications/marketing campaign utilizing social media platforms, local media and constant contact to keep foundation messaging top of mind in the community.

Candidate Requirements:

- A passion for fundraising and experience in all aspects of fundraising.
- Strong organizational and multi-tasking abilities to manage diverse fundraising initiatives and operational responsibilities.
- Proven experience working with Boards of Directors.
- Exceptional interpersonal, communication, and leadership skills to effectively engage with donors, and community members.
- Strategic vision and the ability to think creatively to overcome challenges and seize opportunities
- Familiarity with fundraising best practices and techniques
- A positive, optimistic attitude with the ability to inspire confidence and trust

Qualifications:

- Bachelor's degree, and at least five years of fundraising management experience
- CFRE Designation
- Strong skills in donor relations, experience working with volunteers, and a proven track record in annual fundraising programs. Capital campaign experience an asset.
- Experience working with a volunteer Board of Directors.
- Experience with Donor Perfect or other Fundraising software – generating reports and mining the donor base for major gift prospects.
- Comfortable in a “hands on” environment

Reference: KDHF ED in email subject

Renumeration: \$100,000 - \$115,000 / annual salary based on experience. Benefit package included as well.

We appreciate the interest of all applicants however, only those selected for an interview will be contacted.

Interested candidates should submit their resume and cover letter via email, outlining their qualifications, to: Sam Laprade, CFRE at Samantha@GryphonFundraising.com by 5pm ET February 14, 2025.