



Senior Manager, Operations and Board Relations, Foundation

Job Details

Description

POSITION TYPE : Permanent, Full-time, Day, 75 hours / pay period, 1.0 FTE

SALARY SCALE : \$104,436 to \$124,691 annually

Why should I join Bruyère Health?

At Bruyère Health, we're much more than a health organization; we're a true community built on respect, compassion, accountability, collaboration, and learning. If you're passionate about making a difference and are ready to be part of something bigger than yourself, join us. Come and work at Bruyère Health, where compassion and innovation meet to make each life better.

What is in it for me?

- Competitive benefits program
- Defined benefit pension plan (when applicable)
- Wellness program and on-site gyms
- Employee perks program
- Mental health support through our Employee and Family Assistance Program
- Professional development and learning opportunities

What would my role be?



Reporting to the President, Bruyère Health Foundation, you will deliver comprehensive secretarial and administrative services to the President, Foundation team, and to the Foundation Board and Committees; you will ensure the effective day-to-day management of the Foundation office, providing comprehensive operational and governance support while playing a pivotal role in enabling organizational effectiveness for the President, Board, and staff. You will also:

- Serve as the primary administrator for executive and governance activities.
- Ensure that the Board's committees are well-supported and actively engaged.
- Manage and oversee all administrative operations, maintaining strong governance practices.
- Be accountable for coordinating campaign planning logistics, meetings, and governance activities.
- Track key performance indicators (KPIs) across staff, Board, donor engagement, and campaign progress.
- Act as an important point of contact for internal and external stakeholders in a fast-paced, professional environment.
- Manage schedules, produce high-quality documentation, oversee governance activities related to Board operations, and anticipate the professional needs of the President and the Foundation's Board of Directors.
- Ensure the coordination, alignment, and compliance of Board and committee functions with Bruyère Health Foundation's administrative by-laws, legislative requirements and strategic directions.
- Work closely with Bruyère Health's Senior Strategy Team, their administrative assistants, staff, business and community leaders, donors, vendors, and professional affiliates.

How do I qualify?

Required:

- Undergraduate Degree in a related field or equivalent combination of experience, education and training.
- Minimum of seven (7) years of relevant experience.

Preferred:

- Proficiency in Raiser's Edge or experience with databases



- Fluent in French and English

What skills should I possess to succeed in the role?

- Ability to work independently with changing priorities and changing deadlines
- Strong organizational and time management skills
- Ability to utilize discretionary initiative and judgement
- Strong interpersonal skills with advanced analytical and listening abilities to accurately summarize key information
- Ability to work well with a diverse population including related organizations, physicians, hospital executives and staff, and patients and families
- Ability to coordinate multiple projects and activities simultaneously
- Advanced computer skills
- Deep knowledge of operational best practices
- Demonstrated problem-solving skills

About Bruyère Health

Bruyère Health is Eastern Ontario's leading health organization specializing in aging, rehabilitation, and care for those with multiple complex medical conditions. We bring together compassionate, person-centered care with world-class research to maximize quality of life for those we care for and their loved ones.

Bruyère Health has a proven history of addressing gaps in our health system with compassion, innovation, and courage. Today, as an academic health sciences center, we are training the next generation of health professionals to see—and take action on creating—a better health system for all.

Additional Information

This posting is intended to fill an existing vacancy.

All applicants must provide a recent CV, and a cover letter that clearly indicates that they meet the required qualifications. Copies of your degrees and certifications, if applicable, in one of Canada's official languages must also be included. Please note that any inaccuracies in the information provided may result in your application being rejected.



Please note that the pre-screening questions must be submitted by all applicants as part of the application process and that answers are for information purposes only and will not disqualify internal candidates from competitions provided that the candidate meets the required qualifications of the position as per the posting.

Bruyère Health uses artificial intelligence to screen and assess answers provided by applicants. All applications received are subsequently reviewed by a member of our team. The information received, including that which is reviewed and analyzed by artificial intelligence, is used and stored in a secure environment and in accordance with Bruyère Health's privacy policy *PHIL 04 - Privacy and Confidentiality of Personal Information*.

Bruyère Health promotes the principles of diversity and inclusion and adheres to the Employment Equity Act and Accessibility for Ontarians with Disabilities Act. Bruyère Health is committed to developing inclusive, barrier-free selection processes and work environments. If contacted regarding this competition, please advise the departmental official of the accommodation measures which may be required to enable you to be assessed in a fair and equitable manner.

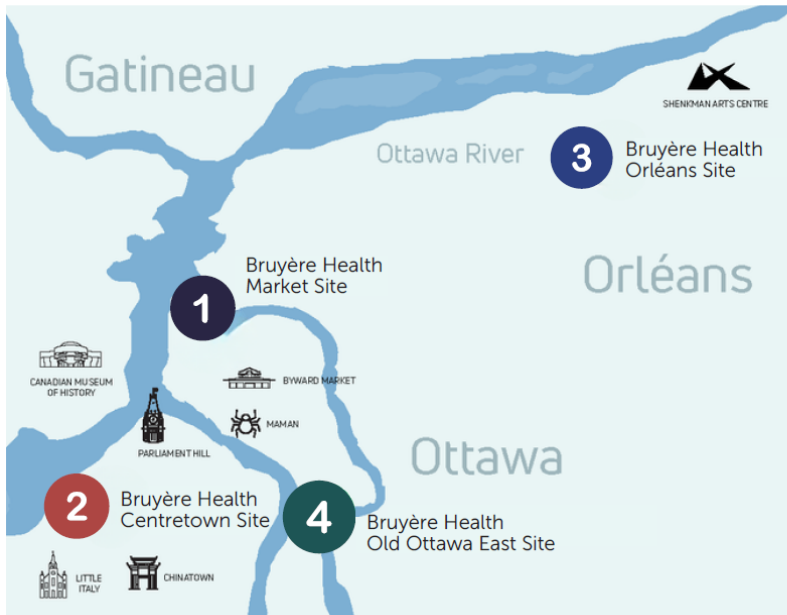
All Bruyère Health employees are required to provide proof of full vaccination for all identified communicable diseases as per our *Communicable Diseases: Health Surveillance and Management policy*.

An acknowledgement of receipt will be sent following the submission of your application. We thank all applicants for their interest, however, only those selected for further consideration will be contacted.

The next step is yours, apply now!



Care across four sites



Bruyère Health Market Site
Élisabeth-Bruyère Hospital & LTC

- Geriatric rehabilitation – 60 beds
- Stroke rehabilitation – 33 beds
- Transitional care - 45 beds
- Long-term care – 69 beds
- Outpatient community programs – 55,000 visits
- Bruyère Health Academic Family Medicine – 18,000 patients

Bruyère Health Centretown Site
Saint-Vincent Hospital

- Complex medical care – 304 beds
- Palliative care – 31 beds
- Bruyère Health Academic Family Medicine – 18,000 patients

Bruyère Health Orléans Site
Bruyère Health Village

- Long-term care – 198 beds
- Senior living – 227 units

Bruyère Health Old Ottawa East Site
Greystone Transitional Care

- Transitional care – 132 beds