



## Executive Director, WDMH Foundation

In this pivotal and rewarding role, the Executive Director will report directly to the Board of Directors and serve as the driving force behind all aspects of the Foundation's operations and future success. You will oversee day-to-day activities, applying your expertise in fundraising and operational leadership to ensure the Foundation's continued growth. Building on the Foundation's achievements, you will collaborate with the Board, senior administration, and community stakeholders to develop innovative solutions that inspire and engage donors, thereby securing ongoing financial support for the Winchester District Memorial Hospital and Dundas Manor Long-Term Care Home.

As you step into this dynamic role, the Executive Director will address various challenges while simultaneously identifying opportunities for growth.

### **Key Responsibilities:**

1. **Fundraising Leadership:** Oversees the planning, execution, and management of all fundraising activities, including direct mail campaigns, individual and corporate donations, memorial gifts, special events, and major capital campaigns, ensuring the continued growth and success of the Foundation's initiatives.
2. **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 business plan. Works closely with senior administration to ensure that the Foundation's objectives are aligned with donor intentions and the operational needs.
3. **Capital Equipment Planning:** Collaborates with senior administration and staff to identify equipment needs, advising the Board on priorities for capital purchases based on this feedback and ensuring alignment with the organizations' strategic goals.
4. **Budget Oversight:** Prepares and monitors both operational and capital budgets, ensuring financial discipline and alignment with targets. Works with the Finance Committee to apply corrective measures as necessary to maintain fiscal responsibility.
5. **Donor Relations:** Builds and nurtures strong relationships with major donors, developing and implementing personalized donor recognition programs that ensure continued support and long-term commitment to the Foundation.
6. **Policy and Procedure Management:** Oversees the development and management of administrative, financial, and fundraising policies, including donor record-keeping and tracking of contributions, ensuring all procedures are well-documented and efficiently executed.
7. **Fund Management:** Manages Foundation-held funds in collaboration with relevant committees, overseeing the selection of funding recipients, monitoring progress, and reporting outcomes to the Board.

8. **Staff Leadership:** Leads and manages the Foundation’s staff, including recruitment, training, and performance evaluation. Handles human resources matters, ensuring a cohesive and effective team dynamic.
9. **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.
10. **Board Collaboration:** Supports the Board’s nominating process in recruiting and onboarding new members. Coordinates solicitation programs for Board members, senior leadership, and major donors, ensuring their active participation in the Foundation’s efforts.
11. **Brand Development:** Strengthens the Foundation’s presence within the community, identifying new opportunities for fundraising and promoting the Foundation as a leading charitable organization. Engages with media outlets to highlight key achievements and initiatives.
12. **Public Representation:** Acts as the Foundation’s spokesperson at various events, providing the Board with critical resources, reports, and insights to support informed decision-making and strengthen community relations.

**Candidate Requirements:**

- A passion for fundraising and advancing healthcare in rural communities, along with its unique challenges
- Proven experience working with boards of directors in a nonprofit or healthcare setting.
- Exceptional interpersonal, communication, and leadership skills to effectively engage with staff, donors, and stakeholders.
- Strong organizational and multi-tasking abilities to manage diverse fundraising initiatives and operational responsibilities.
- Demonstrated experience in operational leadership, including policy development and team building.
- 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:**

A Bachelor’s degree, and at least three years of fundraising management experience. Experience with Raiser’s Edge and NXT is required, as is active membership in AFP and a commitment to obtaining or maintaining CFRE certification. The ideal candidate will have strong skills in donor relations, experience working with volunteers, and a proven track record in managing capital campaigns and annual fundraising programs. Experience working with a volunteer Board of Directors is required.

**Competencies:**

**Leadership:**

- **Self-Management:** Recognizes personal strengths and limitations, taking responsibility for performance and well-being.
- **Integrity and Character:** Demonstrates honesty, resilience, and confidence in leadership roles.

**Team Engagement:**

- **Fostering Development:** Encourages and supports professional growth in team members.
- **Communication:** Facilitates open communication and fosters collaboration within the team.

**Results-Oriented:**

- **Goal Setting:** Establishes clear, meaningful goals and expectations.
- **Decision-Making:** Makes informed decisions that align with organizational goals and best practices.

**Partnerships and Networking:**

- **Collaboration:** Builds strong connections across diverse groups to achieve common goals.
- **Community Engagement:** Actively involves the community and stakeholders to improve service delivery.

**Innovation and Future Focus:**

- **Systems Thinking:** Critically evaluates processes to drive continuous improvement.
- **Adaptability:** Leads change efforts to enhance outcomes and efficiency.

**Technical Skills:**

- **Financial Management:** Demonstrates strong skills in financial oversight, budget planning, and tracking expenses.
- **Fundraising Expertise:** Proven ability to meet revenue targets and successfully execute fundraising initiatives.
- **Relationship Building:** Develops strong relationships with donors, media, and community stakeholders.
- **Organizational Skills:** Displays exceptional organizational and problem-solving abilities.
- **Technical Proficiency:** Skilled in using relevant equipment and software tools to optimize operations.

We appreciate the interest of all applicants in the WDMH Foundation; 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: Brenda Fancey, Corporate Manager – Recruitment, Compensation & Benefits at [hresources@wdmh.on.ca](mailto:hresources@wdmh.on.ca).

At the WDMH Foundation, we strive to create a positive and rewarding work experience in a safe, supportive, and professional environment. We are dedicated to fostering an inclusive and barrier-free workplace. Accommodations are available upon request for candidates participating in all stages of the selection process.