



## **Chief Executive Officer**

We are seeking a qualified candidate for the position of Chief Executive Officer (CEO).

Are you looking for an exciting career opportunity that directly impacts the community you live in? Do you enjoy people, have excellent judgment skills, attention to detail, possess strong leadership qualities and work effectively and sensitively with internal and external stakeholders? Do you believe in inclusion and building a stronger community?

Founded in 1996, The Community Foundation of Northwestern Alberta (CFNWAB) has established roots and inspires philanthropy by providing a way for anyone to leave a lasting legacy. Standing apart in the field of charitable giving, we are dedicated to enriching the quality of community life in the region. As one of 191 Community Foundations operating in Canada today, with a current portfolio of just under \$10 million in assets, the CFNWAB is a recognized leader in the Community Foundation movement, and a force for community building in the region. The Community Foundation is a charity for charities. We are not a charity supporting our own programs, nor do we compete with other agencies for funds. Rather, we pool the charitable gifts of many donors to cultivate and grow permanently endowed legacy funds to provide lasting support for local priorities. Income earned by the permanent funds is distributed to support a broad range of community agencies, while the original investment is left to grow over time. The CFNWAB works with donors to connect them to their WHY. Why do they give to the causes that matter to them? Whether it is a specific cause like animal welfare, child literacy, arts and culture, or overall community wellness, the CFNWAB works with charitable organizations, post-secondary students, and donors to build healthy and vital communities.

Reporting to the Board of Directors, the incumbent will be responsible for leading a local, community minded organization with national and international reach and support. This is an opportunity to be an integral part of the vision and strategic direction of the CFNWAB as it moves into the next chapter of its nearly 25 year local history.

With the support of a governance board and experienced staff, you will spearhead the development and implementation of the CFNWAB's strategies and vision to assure the continued operational and financial health of the organization and maximize community impact. This will be done by making key connections with other local charities and not-for-profit organizations, local leaders, and by keeping on top of local needs, priorities, issues, and trends.

### **The successful candidate must possess:**

- A minimum ten years experience in a foundation, non-profit or other relevant organization and demonstrated success in leadership, fundraising and financial management.
- Demonstrated ability to effectively articulate a vision to stakeholders.
- Successful experience identifying, cultivating, stewarding, and closing significant gifts.
- Demonstrated ability to develop new ideas and approaches to partnerships, collaborations and relationships that advance the Foundation's mission.
- Demonstrated experience working with a Board of Directors in executing an organization's mission and plans.
- Proven strategic and business plan development, and implementation skills.
- Valid driver's license and access to a vehicle.
- Knowledge of grant making, including ethical, regulatory and legal issues highly desired.
- Solid understanding of financial and investment administration
- Must be able to work in an ever-changing and flexible environment and willing to help where necessary and have flexibility to work evening and weekends, if needed

### **Duties and Responsibilities include:**

- **Organizational Leadership** – Creating an environment that is open to and prepared for change by demonstrating personal energy, integrity, tact, trust, and ethics. Understanding where the organization is, where it wants to be in the future, and contributing to the development of long term strategies.
- **Board Relations** – Working as a team with the Board and Chair to implement Board decisions, as well as assisting with ongoing development goals and long-range plans of the Foundation. Planning appropriately for Board and Committee meetings including co-ordination of work to avoid overlap and gaps in progress.
- **Staff Planning & Oversight** – Administering staff operations within the framework of Board policies. Encouraging staff ownership in objective setting and self-appraisal.
- **Public Relations & Foundation Development** – Serve as spokesperson for the Foundation, which includes actively seeking opportunities to speak about the Foundation to further its goals. Maximizing revenue opportunities and new sources of growth.
- **Grants Management** - Overseeing the administration of the grant making program of the Foundation within the framework established by the Grants Advisory Committee and Board. Initiating and/or co-operating in joint ventures with other Non-Profit corporations to enhance the capacity of the sector.
- **Fiscal and Administrative Management** – Preparing and operating within the parameters of the annual operating budget by anticipating and planning the ongoing and capital needs of the Foundation. Demonstrating conscientious custodianship of the assets of the Foundation to ensure adequate cash flow for grant making and operating expenses.

### **Conditions of Employment:**

This is a permanent full-time position with a competitive salary. This position is covered by legislated benefits (EI, CPP), vacation as per current Human Resource Policies, health and dental benefits and statutory holidays. There is occasional early morning, evening and weekend work.

Please submit your resume and cover letter to the Chair of the Board, Natasha Collins, via email to [natasha@kmsc.ca](mailto:natasha@kmsc.ca) on or before March 1<sup>st</sup>, 2020. All applications will be kept confidential.

Thank you to all applicants for their interest; however, only those selected for an interview will be contacted.