CHIEF EXECUTIVE OFFICER (CEO) - EXECUTIVE BRIEF

THE OPPORTUNITY

We are seeking a Chief Executive Officer to lead the strategy, direction and management of the Bowmanville Hospital Foundation. Reporting to the Foundation Board of Directors through the Chair, the CEO will be accountable for the overall strategic and operational management of all Foundation activities with a specific focus of building on our previous accomplishments and ensuring achievement of future campaign goals. Duties will include oversight and leadership of business strategy development and implementation, fundraising and donor relations, staff and volunteer leadership and communications and community engagement. The Foundation CEO will work closely with the Lakeridge Health leadership team, other Foundations within Lakeridge Health, as well as physicians and staff.

ABOUT LAKERIDGE HEALTH BOWMANVILLE

Lakeridge Health Bowmanville is a fully accredited 86 bed community-based hospital established in 1913. It is part of the multi-site Lakeridge Health hospital network. Its services include emergency and critical care, internal/family medicine, general surgery, urology, gynaecology, orthopaedics, plastics, cardiology, pathology, respiratory services and radiology. The hospital is also the regional ophthalmology centre for Lakeridge Health.

Lakeridge Health’s plan for the Bowmanville site is focused on ensuring we have enough capacity for a growing and aging population with the right laboratory and pharmacy space to support the hospital. Specifics of the plan include:

- A new ER that will be built to serve a rapidly growing population;
- New state-of-the-art operating rooms;
- New senior-friendly patient rooms that are built to aid current infection control standards; and;
- New diagnostic imaging, laboratory and pharmacy facilities to support contemporary technology that will assist in improving safety, patient privacy and infection control requirements.

For more information about our hospital and Lakeridge Health please visit: www.lakeridgehealth.on.ca.
ABOUT BOWMANVILLE HOSPITAL FOUNDATION

We are the fundraising arm of Lakeridge Health Bowmanville. Our mission is “To inspire the human potential to give, one giver, one gift at a time.” For the past 40 years, the Foundation has inspired the community to help care for capital improvements and essential medical equipment needs for Lakeridge Health Bowmanville. In 2015/16 our staff of 3 raised $1.2 million for much needed medical equipment. Going forward over the next few years we anticipate our team will be asked to launch a multi-million dollar capital campaign to fund a new ER, operating theatres and other needed treatment and testing facilities at the Bowmanville site.

For more information about the Bowmanville Hospital Foundation please visit: www.bowmanvillehospitalfoundation.com

THE IDEAL CANDIDATE

A proven visionary and results-oriented implementer, the ideal candidate will be accountable for the strategic health and operational performance of the Bowmanville Hospital Foundation. You are a consummate high-energy professional who enjoys a challenge and has a proven track record of fundraising success. As CEO, you will guide and support our Board and staff to develop and deliver on an ambitious and creative strategic plan that is consistent with the priorities of the Hospital and builds momentum to support a significant capital campaign. Your persuasive networking and relationship building skills will assist you in engaging our community and in initiating, negotiating and closing the deal. As a collaborative, collegial and skilled communicator you have the ability to lead and gain the confidence and respect of staff, physicians, volunteers and donors. Your business acumen and commitment to planning, forecasting and program analysis will ensure appropriate attention to the bottom line. Personal integrity and a commitment to high ethical standards in fundraising are essential for the role.

KEY AREAS OF RESPONSIBILITY

Strategy & Operations

- Demonstrates positive & proactive engagement with the Hospital leadership team, physicians and staff to align philanthropic activity with the financial priorities of the Hospital, furthering the mission and vision of the Hospital and Foundation.
- Lead the development of an ambitious and creative strategic plan for approval by the Board, consistent with the priorities of the Hospital and that builds momentum to support a significant capital campaign.
- With the Foundation Leadership Team & Staff, develop and implement operational plans to achieve the goals and objectives of the strategic plan.
- Build capacity of the Foundation by assessing existing structures, programs and staff; build on existing strengths and new opportunities to improve performance, managing resources for maximum efficiencies and results.
- Ensure that all Foundation plans and activities align with the brand, strategy & values of the Hospital and Foundation.
• Direct the development of the annual budget for the Foundation; measure progress and evaluate the plans and budget reporting risks and performance outcomes to the Foundation Board.
• Ensure compliance with all applicable laws and regulations and maintain the Foundation’s role as trustee of donor’s funds.
• Work with staff to identify, assess and implement emerging or existing best practices.

**Fundraising Leadership**

• In collaboration with the Board and Hospital leadership, identify priority needs, financial requirements and potential sources of funding.
• Work with the Hospital staff to lead the development of the case for support to build awareness of the philanthropic opportunities at the Foundation.
• A persuasive networker and connector with strong executive presence, the Chief Executive Officer engages with others to initiate, negotiate and close transformational deals. Donor-centered major gift fundraising is critical.
• Lead the development and execution of diversified fundraising strategies and plans, including annual initiatives and campaigns, in order to meet the goals identified in the strategic plan and budget.
• Partner with the Board, Hospital Leadership, future Capital Campaign Cabinet and the Hospital Development team to identify, cultivate and solicit key prospects for significant philanthropic gifts.
• Participate in the cultivation, solicitation and stewardship of leadership and major gift prospects including planned giving.
• Maintain strong relationships with current donors and build sustainable relationships with prospective future donors.
• Ensure that the Foundation team has the appropriate processes and systems in place to track donors and donor activities.

**Staff & Volunteer Leadership**

• Ensure the effective recruitment, development, organization and maintenance of the human resource needs of the Foundation including Staff, Volunteers and Board members.
• Empower employees by providing motivational leadership & coaching.
• Foster team collaboration and support the professional growth of employees.
• Establish a performance management system for employees encompassing ongoing review of metrics and goals along with annual assessments.
• Provide guidance and support to Board members and key volunteers in their work to further the strategic priorities of the Foundation and the Hospital.

**Communications & Community Engagement**

• Serve as an engaged, visible and passionate ambassador with donors and in the community.
• Develop a strategic communication plan for the Foundation, utilizing diverse communication vehicles to articulate and highlight donor impact.
• Collaborate closely with the Hospital in communications and community relations to maximize community outreach and to ensure alignment on all key messages.
• Translate the Hospital’s top priorities into compelling donor opportunities.
• Develop strong community linkages with individuals, businesses and corporations, the media and the general public and act as a key spokesperson for the Foundation.

REQUIRED QUALIFICATIONS

✔ Significant related experience, or combination of education and experience and a successful track record at a professional or managerial level in developing and managing multi-channel fundraising programs and other operational projects.
✔ Proven critical/strategic, creative (visionary) thinking, planning, forecasting and program analysis skills.
✔ Demonstrated professionalism, persuasive networking and relationship building skills;
✔ Superior oral, aural and written communication and interpersonal skills.
✔ Proven leadership skills in recruiting, developing, motivating, managing and retaining talented staff and volunteers.
✔ Clear understanding of and strict adherence to ethical fundraising standards.

WORKING CONDITIONS

The nature of the work is such that evening and some weekend work is required for attendance/presence at Foundation activities and meetings. The incumbent must possess a valid Ontario driver’s license and have use of a car.

LIVING IN CLARINGTON

Clarington is a fast growing municipality of approximately 90,000 residents located in the southeastern corridor of Durham Region. Consisting of four urban centres and 13 hamlets, Clarington offers residents a blend of both city living and rural charm. Our residents enjoy waterfront trails alongside Lake Ontario, greenbelt protected farmlands, and the natural beauty of the Oak Ridges Moraine. Clarington is a great place to live, work and raise a family.

FOR MORE INFORMATION

Interested individuals are invited to contact Randy Fallis, Search Consultant at bhfcareers@cogeco.ca for more information about this leadership opportunity. Candidates who are interested in pursuing this opportunity should send a resume and letter of interest to the email address listed above by December 7, 2016. All inquiries and applications will be held in strict confidence.

Bowmanville Hospital Foundation is an equal opportunity employer and will accommodate your needs under the Ontario Human Rights Code. Upon individual request, hiring processes will be modified to remove barriers to accommodate those with disabilities. Should any applicant require accommodation through the application, interview or selection processes, please notify the Search Consultant so that we may provide appropriate assistance.