



Executive Director **Brockville and District Hospital Foundation**

THE OPPORTUNITY

Brockville and District Hospital Foundation is seeking a strategic and community-minded Executive Director to lead our Foundation toward its next stage of innovation and growth in support of Brockville General Hospital.

With a mandate to support and advance the excellent patient experience provided by our Hospital, the new Executive Director will purposefully build on our outstanding fundraising achievements to date, which have included support for much-needed equipment and programs, along with a successful \$20M Capital Campaign. With diplomacy and excellent relationship-building skills, the successful candidate will further strengthen the relationship with our hospital, so together we can build stronger outcomes for our community through fundraising growth and exceptional donor relations.

Reporting to the Foundation Board of Directors and leading a high-performing team of five, the new incumbent will bring vision, big-picture thinking, and an eye to the future. Embracing the opportunity to learn about and engage with our generous community of donors, the Executive Director will develop and execute plans to expand opportunities for support from diverse groups across the United Counties of Leeds & Grenville.

With strong business acumen and experience driving operations with strategy and rigour, the Executive Director will build and improve Foundation systems and processes, bringing greater efficiency and effectiveness within our organization.

There are benefits to living and working in the region our Foundations serves. While we welcome applicants from nearby regions, candidates who currently do not live in the United Counties of Leeds and Grenville would be encouraged to make our region their home.

ABOUT BROCKVILLE GENERAL HOSPITAL

We are Brockville General, your community hospital. Together, we are dedicated to the health and wellbeing of our friends, families, and neighbours.

Our hospital has a long history of rising to the challenge when the community is in need. Whether we're pioneering local access to care, building modern diagnostic, surgical, and healing spaces, or tackling the pressures facing our healthcare system, we're here to serve you. Through teamwork, partnership, and the support of our community, we proudly offer a range of services and quality, compassionate care right here in Leeds and Grenville.

We are the heart of community health.
We are Brockville General.

Brockville General's multi-year strategic plan reflects our commitment to our patients, clients, their families, our community, and ourselves.

Our mission

Driven by the needs of our community, we collaborate with our patients, their families and our partners to deliver the best healthcare experience.

Our vision

Achieving excellence together.

Our values

We believe...

- Together, we are **accountable** to deliver excellent healthcare.
- Everyone deserves **compassion** and **respect**.
- **Professionalism** matters: be proud and be actively present.
- **Teamwork** is key to our success.

When each of us live these values, we fulfill our mission with **integrity** and move closer to achieving our vision.

Our directions

To help us achieve our vision, our four areas of focus include:

1. Healthcare experience

Safe, trusted, and quality healthcare; where and when patients need it.

- Enhance our patient and family centered culture.
- Improve access to care.
- Ensure safe and effective transitions.
- Implement evidence-based practices.

2. Partnerships

Collaborate to meet the needs of our community.

- Seek opportunities to better integrate care.
- Foster shared leadership with our partners.
- Honour our role in sustaining a healthy community.

3. Team well-being

- Invest in our people to be the best at what we do.
- Ensure a safe, healthy, positive, and professional work culture.
- Inspire and empower our people.
- Sustain a highly qualified healthcare workforce.
- Create a culture of equity, diversity, inclusion, and accessibility.

4. Resource sustainability and growth

Delivery of safe, quality care through smart resource use.

- Strengthen our current technological, physical, and equipment infrastructure.
- Improve information systems to support decision-making and patient care.
- Modernize and expand to meet future needs of our community.
- Streamline to preserve our health human resources.

ABOUT BROCKVILLE AND DISTRICT HOSPITAL FOUNDATION

The Brockville and District Hospital Foundation (BDHF) supports Brockville General Hospital's mission to provide an excellent patient experience – guided by the people we serve and delivered by people who care.

The BDHF is a charitable Foundation and the fundraising arm of Brockville General Hospital, raising funds for capital, equipment and program needs. The BDHF also provides funding support for the hospital's [Palliative Care Program](#). This hospital program relies extensively on donations and community supporters. In 2020, the Foundation completed a successful \$20M capital campaign in support of the Donald B. Green Tower. We are now in the midst of the \$12.5M Your Health Your Hospital MRI/Equipment Campaign to support the hospital's ongoing needs for state-of-the-art equipment.

The Foundation is humbled by the unfaltering support of the donors from the United Counties of Leeds and Grenville. This financial support helps Brockville General Hospital to continue to provide quality programs and modern equipment needs to the community.

ADDITIONAL INFORMATION

- [Brockville and District Hospital Foundation Website](#)
- [Brockville General Hospital Website](#)
- [Brockville General Hospital Strategic Plan](#)
- [BDHF's 2021-2022 Annual Report](#)
- [BDHF Newsletters](#)
- [BDHF Stories](#)
- [Foundation Board of Directors Bios](#)
- [Upcoming BDHF Events](#)

KEY DUTIES & RESPONSIBILITIES

Leadership & Governance

- Work collaboratively with the Board, Foundation staff and hospital partners to drive the overall Foundation strategy and planning in support of a culture of growth and success.
- Collaborate with the Foundation Board to develop the strategic plan, ensuring input from key internal and external stakeholders.
- Develop, deliver and monitor an annual operations plan that implements strategies and tactics that position the Foundation for growth in alignment with strategic objectives.
- Build a collaborative, mutually beneficial relationship with the CEO of the Brockville General Hospital that supports a unified approach to patient-centred fundraising and aligns with the donor bill of rights.
- Meet regularly with relevant clinical and other members of the BGH Senior Leadership Team to ensure the Foundation has a solid understanding of current and future hospital needs and that the Brockville General Hospital team is oriented and engaged with any requirements related to the cultivation, recognition and stewardship of major donors, and other relevant activities and initiatives of the Foundation.
- Strengthen Foundation policies, processes and staffing structure to increase overall efficiency and accountability ensuring the effective overall management, human resources, and program development.
- Act as the main representative and spokesperson for BDHF within the hospital and externally in the community, with media, at events etc., building and maintaining relationships that support greater philanthropic support for the Foundation.
- Provide reports at scheduled Board meetings and other materials to support Board oversight

in a timely manner, attending meetings and supporting all activities in an ex-officio role.

- Identify, assess, and inform the Board of internal and external risk factors, which may affect annual objectives.

Operations and Team Management

- Work collaboratively with the Donations Database Manager, the Board Treasurer and the Board Finance & Budget Committee to oversee effective fiscal management and control systems for the Foundation and provide oversight and leadership to ensure the preparation of comprehensive annual budgets.
- Administer funds according to donor directions and the budget as approved by the Board, including monitoring, and approving all major expenditures, service contracts, etc.
- Act as a liaison between donors and the hospital, ensuring that donations are directed to the areas of greatest need and applied as requested by the donor.
- Manage, coach and mentor the staff team of five towards meeting Foundation goals and objectives.
- Ensure the development of individual and team goals and performance targets with measurable outcomes that are assessed on a regular basis.
- Assist in the Board's recruitment, orientation and ongoing support of the Board and other senior volunteers, supporting their ability to complete Foundation-related activities that ensure the fundraising needs of BDHF.
- Strengthen Foundation communication channels (website, social) and other activities and technology in conjunction with the creation of an updated marketing and communication plan.

Fund Development & Donor Relations

- Lead the Foundation team to meet and exceed \$2M+ in fundraising goals along with other objectives as outlined in the annual plan.
- Build a culture of philanthropy in partnership with Foundation staff and with the Hospital that supports a greater understanding of and support for the importance of adopting best practices in fundraising and donor relations to raise funds within a highly competitive philanthropic landscape.
- Work with staff to develop new opportunities to give to the Foundation by expanding the donor audience through the creation of initiatives and programs that target potential donors from various demographics.
- Work in collaboration with Foundation staff and the hospital to develop consistent and creative cultivation, recognition and stewardship policies and practices.
- Work in collaboration with staff to cultivate, recognize and steward major and other donors, acting as the lead with key donors as required.

QUALIFICATIONS AND KEY COMPETENCIES

- Progressive senior leadership experience in a charity or non-profit with a focus on fundraising and/or marketing.
- Strategic thinker with a proven ability to operationalize strategic objectives into successful annual business plans.
- Demonstrated success contributing to fundraising programs and projects such as major gift fundraising, capital campaigns, planned giving and annual campaigns.
- Excellent interpersonal and relationship-building skills with the ability to engage, motivate and unify individuals and groups with diverse backgrounds in a manner that increases philanthropic support.

- Previous experience working with a Board of Directors and engaging Board members and/or other leadership volunteers in fundraising activities.
- Experience promoting and meeting growth targets for programs and/or initiatives.
- Proven track record leading successful teams with the ability to lead, coach and develop staff to achieve results.
- Financial acumen, including experience managing budgets and demonstrating fiscal accountability.
- Strong understanding of trends in the philanthropic sector with the ability to use and share this knowledge in a manner that inspires innovation and advances day-to-day and longer-term goals and activities.
- Excellent verbal, written and presentation skills with the ability to engage diverse audiences.
- Proven ability to build and maintain effective relationships with hospital leadership and colleagues, or their equivalent in a non-healthcare environment.
- Demonstrated success in building, leading and inspiring high-functioning teams.
- Experience developing effective organizational systems and processes.
- Tenacious and resilient with a positive outlook and “can-do” attitude.
- Strong negotiation, problem-solving and conflict-resolution skills.
- Desire to live and immerse themselves into a new community, taking the time to learn its nuances and engage with its residents.
- Skilled at managing multiple priorities and meeting deadlines.
- Knowledge of tools and technology to support fundraising success and overall efficiency, including donor management and/or CRM database.
- A demonstrated passion for healthcare philanthropy with experience working in a healthcare environment is considered an asset.
- While we welcome applicants from nearby regions, candidates who currently do not live in the United Counties of Leeds and Grenville would be encouraged to make our region their home
- Regular attendance at events and meetings in the evenings and on weekends to meet the objectives of this role will be required.
- A valid driver’s license with access to a vehicle.

FOR MORE INFORMATION

KCI Search + Talent has been retained to conduct this search on behalf of Brockville and District Hospital Foundation. For more information about this new role, please contact Samantha David, Associate Vice-President, KCI Search + Talent at BDHF@kctalent.com.

All inquiries and applications will be held in strict confidence. Interested candidates should send resume and letter of interest to the email address listed above. Submissions will be reviewed, and candidates may be interviewed on an ongoing basis. Candidates are encouraged to apply before the deadline of **May 17, 2023**.

To view the full Executive Brief, please visit: www.kctalent.com.

Please note that the hiring salary range for this position is **\$120,000 to \$150,000** we also offer an industry leading pension plan (HOOPP), and an *excellent benefits package*.

As the Brockville & District Hospital Foundation (BDHF) office is situated at the Brockville General Hospital, BDHF staff must comply with the Hospital’s Vaccination Policy. All individuals working on site at any of the hospital’s properties must be fully vaccinated.