North Bay Regional Health Centre Foundation

Fondation du Centre régional de santé de North Bay

ONE PERMANENT FULL TIME PRESIDENT & CEO
FOUNDATION
NBRHC-NORTH BAY

Reporting to the Foundation Board of Trustees, the President & CEO will lead the efforts of the North Bay Regional Health Centre Foundation. The responsibilities of the position include the overall strategic management and leadership of all activities of the Foundation including the development and execution of strategies, plans, processes and direct fundraising responsibilities to inspire contributions to the NBRHC Foundation (NBRHC/NBRHCF). Strategies and activities will be undertaken within an organization that has adopted best practice charitable sector governance, organizational capacity building, appropriate recognition of existing donors, and the stewardship of positive relationships with donors to ensure continued support of the NBRHC.

To ensure alignment to the Health Centre Foundation strategies and branding, this position will also have direct and defined accountability to the NBRHC President & CEO as a member of the senior executive team. In addition to building a philanthropic culture, the President and Chief Executive Officer will ensure the critical linkage between the Foundation and the Health Centre continues.

Criminal Reference Check including the Vulnerable Sector Check: recent, within three (3) months is a requirement

Apply Here

For More Information

Interested candidates are invited to download and review the full Position Profile, which can be found online at www.nbrhc.on.ca click on Foundation or can scroll down below for full details. And for further information, please contact Lachlan McLachlan, Chair, North Bay Regional Health Centre Foundation at 705-476-5422 Wk or 705-840-0908 Cell or via email at foundation@nbrhc.on.ca.

All inquiries and submissions will be held in strict confidence

To Apply

For an opportunity to be part of our exciting future, please submit your resume and covering letter quoting **File NU A-14 003** to:

Human Resources
50 College Drive
P.O. Box 2500
North Bay, ON P1B 5A4

Email: careers@nbrhc.on.ca

Fax: (705) 495-7977

We are an equal opportunity employer. We thank all applicants for their interest. An acknowledgement will be sent only to those candidates who will be interviewed.

North Bay Regional Health Centre Foundation

Fondation du Centre régional de santé de North Bay

By-laws September 2012

BY-LAWS – CEO Job Description

Chief Executive Officer

The Board of Trustees may from time to time appoint an Chief Executive Officer of the Foundation and may delegate to him/her full authority to manage and direct the business and affairs of the Foundation (except such matters and duties as by law that must be transacted or performed by the Board of Trustees or by the members of the General Meeting) and to employ and discharge agents and employees of the Foundation. The Chief Executive Officer shall assume the role of the President of the Foundation. The President shall be the chief operating officer of the Foundation and shall have the responsibility of recommending directions for the Foundation and ensuring the operation of the Foundation takes place in harmony with, and consistent with, the longer term evolving needs and objectives of the Foundation. He/she shall conform to all lawful orders given to him/her by the Board of Trustees of the Foundation. He/she shall at all reasonable times give to the Trustees all the information they may require regarding the affairs of the Foundation.

1. Duties of the Chief Executive Officer

The Chief Executive Officer shall:

(a) Be responsible to the Board for the organization and management of the Foundation in accordance with policies established by the Board and subject to the direction of the Board;

(b) Provide leadership in the support of the Board's responsibility to develop and periodically review the mission, objectives and strategic plan of the Foundation.

(c) To implement and evaluate long and short-term strategic plans for the fund development process, public relations and marketing for both the Foundation and the Hospital.

(d) Actively promote Hospital and Foundation events pertaining to fund developments, special events, public relations, etc. while reflecting a pro-active positive stance through incorporation of strong communications components.

(e) Provide the Hospital and Foundation with information on new sources of revenue on a continuous basis seeking innovative and enterprising fund program development while striving to be as profit-oriented as possible.

(f) Provide a strong on-going program of recognition of donors that reflects gratitude, professionalism and continuity.

(g) Foster positive volunteer relation programs and expand the Foundation/Hospital's volunteer base.

(h) Monitor trends through the Ontario Hospital Association, the Association for Health Care Philanthropy, Health Care Public Relations Association and the Centre of Philanthropy on Fundraising philosophies, public relation focuses and adapt plans accordingly.

(i) Foster the values, culture and philosophy of the Foundation.

(j) Liaise with Senior Hospital Administration, Hospital and Foundation Board re: capital funding priorities and propose/implement plans to meet projected goals and requirements.

(k) Advise North Bay Regional Health Centre Foundation and the Board of Directors of the Hospital on fundraising and public relations issues and provide a communications plan that deals with all facets of fundraising, education, marketing, public relations and community relations.

(l) Represent the Foundation externally to the community, government, media and other organizations and agencies.

(m) Ensure appropriate structures and systems are in place for the effective management and control of the Foundation and its resources. To establish and maintain a centralized, accurate record-keeping program of all donations ensuring proper allocation and confidentiality.

(n) Be responsible to the Board for taking such actions considered necessary to ensure compliance with the requirements of the Acts and Articles of Incorporation, the Income Tax Act, Charitable Law and donor designations, the Foundation By-laws, and all other statutory and regulatory requirements.

(o) Provide the coordination of all fundraising activities on behalf of the Hospital and Foundation initiated by internal and external individuals or groups.

(p) Be Secretary of the Board and report to the Board on any matters about which it should have knowledge and subject to this By-law, be an ex-officio member of Board Committees.