



## **Job Posting Executive Director**

### **Our Mission**

Our mission is to raise funds to have an impact on the well-being and health of the Des Collines community in partnership with the Outaouais Integrated Health and Social Services Center (CISSSO).

The Des Collines Health Foundation is a bilingual, non-profit charitable organization based in Wakefield that raises funds to enhance the quality of patient care and comfort in the municipalities of Cantley, Chelsea, La Pêche, Val-des-Monts. The Foundation provides support to the Wakefield Memorial Hospital, two residential and long-term care facilities (CHSLDs) located in Wakefield and Masham, and four local community service centres (CLSCs) in Chelsea, Cantley, La Pêche and Val-des-Monts.

### **About the Role / What the Role Offers**

We are seeking an innovative and collaborative individual who will support the Board and its work in the community. The Executive Director is responsible for the day-to-day operations of the Foundation. They are the first point of contact for everything related to the Foundation and provide administrative support to the Board of Directors, manage and support fundraising activities, provide sound financial management and implement a communication strategy to promote the activities of the Foundation in the community.

### **What You Will Be Doing**

#### **Event Planning & Management**

- Organize and collaborate with subcommittees for all major fundraising events such as the Craft Fair, Golf Tournament, and Annual Donation Appeal
- Participate as an active member of all fundraising committees
- Manage event logistics, volunteer coordination, sponsorships, and post-event evaluations
- Design and execute marketing strategies for events and campaigns

#### **Fundraising and Financial Management**

- Manage all regulatory compliance, filings and record keeping with support of the bookkeeper
- Handle bank deposits, payments, and account reconciliations
- Manage all donor contributions and associated tax receipts
- Manage and maintain records for CISSSO funding requests, ensuring purchases are made and invoices are paid
- Oversee financial transactions related to the Foundation's condominium ownership

#### **Communication & Donor Management**

- Oversee bilingual communications, including social media, newsletters, website and donor correspondence.
- Manage the Foundation's donor database
- Write content for the website, newsletters and social media



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### **Administration**

- Organize and file corporate, financial, and project documentation
- Oversee technical office equipment issues with IT consultants
- Manage, as required, any contractors or part-time employees
- Support the Board of Directors with timely information and other tasks, as required
- Support the Boutique Santé, as necessary

### **What You Offer / About You**

- Post-secondary degree or a combination of relevant experience, education and training
- Proven experience in a similar position or a role with transferable skills for this position
- Strong interpersonal and communication skills with the ability to work effectively and in collaboration with a wide range of stakeholders
- Strong financial management skills
- Strong written and verbal communication skills in both French and English is required
- Experience in working in the nonprofit or charitable sector is an asset
- Experience with social media is an asset
- A self-starter who can function independently in performing their duties
- Knowledge of MS Office, CRM database (CanadaHelps) is an asset

### **What We Offer / About The Foundation**

- Permanent Full-Time: 35 hours per week
- Salary range: \$50,000 to \$55,000 per annum
- 4 weeks paid vacation
- Holiday closure from December 24th to January 1st
- Hybrid Work Environment

### **Application Process**

Even if you don't feel that you meet every single requirement, we still encourage you to apply. We're eager to meet people that believe in our mission and can contribute to the Foundation in a variety of ways - not just candidates who check all the boxes.

Please send a cover letter with your resume to: [fsdc.dchf@gmail.com](mailto:fsdc.dchf@gmail.com) by February 21, 2025.

We will be reviewing applicants as they are received and will hire when the right candidate is found, so we encourage you to apply as soon as possible.

Start date is negotiable.