



---

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	EXECUTIVE DIRECTOR, INTERLAKE – EASTERN HEALTH FOUNDATION
<b>DEPARTMENT:</b>	INTERLAKE - EASTERN HEALTH FOUNDATION
<b>UNION:</b>	NON-UNION

---

## REPORTING RELATIONSHIPS

<b>POSITION REPORTS TO:</b>	CHIEF EXECUTIVE OFFICER, INTERLAKE - EASTERN REGIONAL HEALTH AUTHORITY
-----------------------------	--

---

## POSITION SUMMARY

The Executive Director of the Interlake-Eastern Health Foundation (IEHF) is responsible for the strategic leadership of the Foundation. The incumbent is responsible for establishing vision, priorities, and objectives, with input and approval from the CEO of the IERHA. The Executive Director supports and works, with a volunteer Board to attain and evaluate the objectives and performance goals, while ensuring credibility and viability for grants and capital projects.

The Executive Director of Interlake - Eastern Health Foundation actively facilitates collaboration and partnerships by involving the community and promoting participation, volunteerism, and philanthropy within the region. The Executive Director works directly with community leaders, donors, and other leading philanthropists as well as senior government officials, when appropriate.

---

## ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Provides the Foundation with the vision and leadership necessary to significantly increase the organization's profile, fundraising and funds.
- Develops policies and strategies for financial management including all revenues, expenses, fundraising, endowment funds, grants, donations and investments.
- Guides and integrates efforts to align all business processes and reinforce organizational structure to ensure the effectiveness of major programs and initiatives.

- Develops new initiatives to ensure resources are available to support programs by building endowment funds and granting opportunities in the Interlake-Eastern Regional Health Authority (IERHA), and continue to maintain partnerships and/or joint ventures.
- Collect and maintain signed donations, endowment and grant agreements.
- Implement and administer a system to evaluate the effectiveness of donations, endowment and grants and provide impact reports to the donors, IERHA recipients, the IEHF and IERHA Boards.
- Leads, develops and implements strategies to ensure successful campaigns.
- Identifies, involves, educates, and cultivates corporate and individual potential donors.
- Solicits and steward's individual and corporate donors, providing accountability and recognition.
- Pursuant to the Health System Governance and Accountability Act, IERHA is designated bilingual (English/French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.
- Administration and supports the Board Chair and Board committees of the IEHF.
- Works with the IERHA Chief Financial Officer (CFO) and IEHF Board financial advisers. The foundation director prepares and proposes an annual budget. The director presents the proposed budget to the IEHF board, explains increases and new plans from one year to the next. Ensures appropriate investment and endowment management policies, appoint and review fund managers and ensure adequate cash flow for granting purposes.
- Maintain current knowledge of CRA rules and regulations pertinent to the foundation.
- Administer sound financial practices that comply with federal and provincial regulations and reporting requirements.
- Ensure the completion of monthly financial statements, fund statements and annual audit as required by the Board.
- Implement a IEHF Broad Marketing, public relations & communications plan (including brand identity development) to build awareness and interest in the foundation amongst potential donors, public officials, influencers and financial advisors.
- Attend events and participate in community activities to establish personal and foundation profile, and to build networks.
- Make presentations to groups as part of the ongoing public relations effort in informing and attracting new donors to the Foundation and fundraising activities.
- Ensure that the website (update, revise, add content) is maintained and current.
- Keep current on use of new technology media for engaging the public.

**OTHER**

- Performs other duties related to the qualifications and requirements of the job.

---

**QUALIFICATIONS**

**EDUCATION/CERTIFICATION:**

- Degree from a recognized post-secondary institution with a suitable combination of related education and experience.
- Advanced education preparation in health care management; or prepared to acquire.

- Certified Fundraising Executive (CFRE) designation or willing to work towards to acquire.
- Participation in the Association of Fundraising Professionals, beneficial but not essential.

**EXPERIENCE REQUIRED:**

- Must possess a minimum of five years of directly related experience.
- Direct management responsibility for medium to large-scale initiatives involving significant dollar amounts and implications, a variety of staff functions, and many diverse stakeholder groups.
- Experience working with volunteer boards.
- Experience working with volunteers.

**SKILLS/COMPETENCIES:**

- Proven leadership and team building skills.
  - Abilities in marketing, public relations & communications.
  - Ability to build consensus, rally support around common goals and to motivate groups and individuals.
  - Proven negotiation and mediation skills.
  - Ability to overcome obstacles to cooperate and to foster harmonious relations.
  - Strong project management skills. Easily balances competing priorities, complex situations, and tight deadlines.
  - Ability to think strategically and creatively.
  - Ability to process and comprehend the implications and consequences of new facts and make decisions.
  - Excellent written, verbal and interpersonal communications skills. Ability to be articulate, concise, compelling and diplomatic.
  - Valid Manitoba driver's license.
  - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
  - This position requires a current satisfactory Criminal Records Check (including Vulnerable Sector Search), Child Abuse Registry Check and Adult Abuse Registry Check as conditions of employment.
  - Employment record is in good standing.
- 

**WORK CONDITIONS**

- The incumbent functions autonomously on a day-to-day basis and manages duties accordingly.
  - Will be required to travel throughout the region as duties may require.
  - No hazardous or significantly unpleasant conditions.
  - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
- 

**WORKPLACE SAFETY AND HEALTH**

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facilities Fire, Disaster and Evacuation Plan.

**PATIENT SAFETY**

- Participates in and demonstrates an understanding of patient safety principles and practices into all day-to-day activities. Follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: December 2019  
Date

Revised: October 25, 2022  
Date

Approved by: \_\_\_\_\_  
Regional Manager/ Supervisor Date

Approved by: \_\_\_\_\_  
Regional Lead/ CEO Date

Reviewed by: \_\_\_\_\_  
Regional Lead, Human Resources Date

*Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed position descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*