



Gallagher

Insurance | Risk Management | Consulting

Search Profile

Executive Director

Compassion House Foundation

December 2022



The Organization

The Compassion House Foundation was established in 1998 to build a facility to support Northern Albertan women with cancer during treatment and the early stages of recovery. The original house opened in 2002 and offered five guest suites and common areas with all the amenities for women traveling to Edmonton for treatment. Since then, hundreds of women from more than 250 communities have found a haven at the Compassion House.

The overwhelming demand for the services of the Compassion House soon outgrew their capacity. A new capital campaign, Growing Compassion, was launched in 2010, and individuals, groups and companies from across Alberta and Northwest Territories pledged to support the expansion. An amazing \$5 million was raised to complete the project in two years. In 2012 construction began to increase capacity to 15 suites, expand the kitchen, renovate common areas and install an elevator. In 2013 the beautifully redesigned House reopened to guests.

In 2015, the Foundation launched the Beyond our Four Walls Campaign to keep former guests connected by broadening their reach and expanding opportunities for guests. Today, the Foundation operates 16 suites, as well as offers post-treatment programs and services.

Mission: Compassion House Foundation supports women who must leave their homes for cancer care.

Vision: Compassion House Foundation strives to ease the distress of the cancer journey for women.

Values: Compassion, Community, Respect, Sustainability, Understanding, Excellence.

They make it their mission to support women fighting cancer by providing safe, comfortable, and affordable accommodations during their cancer journey and delivering much needed programs and services post-treatment.

For more information, please visit their website at: <https://compassionhouse.org>.

The Opportunity

Reports to:	Board of Directors
Direct Reports:	6+
Location:	Edmonton, AB

Mandate

Reporting to the Board of Directors and advising the Board on strategy, risk, and policy, the Executive Director will provide leadership and vision in setting the mission, principles and values of the Compassion House Foundation (CHF) in the best interests of the community, its members and other stakeholders. The Executive Director will be a visible leader across the region they serve and act as the external face of the CHF and its mandate.



Key Accountabilities

The position will include the following responsibilities:

Fund Development:

- Drive the financial results of the CHF, ensuring short and long term financial goals are met, through a successful and comprehensive fund development program;
- Build support for the CHF through active participation in identifying, cultivating, and stewarding relationships and connections that lead to major, and/or planned gifts;
- Develop strategies to solicit and secure future major gifts, including prospect research, customized proposal writing, presentations, and “making the ask”;
- Establish good working relationships and collaborative arrangements with community groups, funders, and other organizations to help achieve the goals of the Foundation; and
- Build strong rapport with existing donors and ensure that gifts are stewarded appropriately.

Governance:

- Ensure that the Board has all the information and support necessary to effectively exercise its governance responsibilities including engaging in Board activities, strategy development and execution, development and management of reporting and KPIs;
- Demonstrate a proactive and collaborative approach to ensuring the Board can effectively fulfill their fiduciary duties by providing engaging information and support.; and
- Work in close collaboration with the Board Chair to determine the schedule and agendas for meetings of the Board, ensure the Board is kept apprised of issues facing the organization in a timely manner, and ensure there is an effective relationship between the Leadership Team and the members of the Board.

Operational Leadership:

- Develop a comprehensive financial strategy to ensure long-term organizational growth and sustainability, working alongside the appropriate teams and Board to prepare and maintain a comprehensive budget;
- Ensure the appropriate structures and teams are in place to allow internal operations to run smoothly and efficiently and that donor dollars are put to best use;
- Focus on operations to ensure that the organization can sufficiently meet its stated objectives in a timely manner;
- Ensure that assets are properly maintained and available for use; and
- Utilize operational metrics to enhance the operations of the CHF Compassion House Foundation and ensure that adequate resources are in place and available to deliver upon its stated mandate.

People Leadership:

- Provide leadership and mentorship to direct reports through the establishment, implementation, and monitoring of goals and metrics;
- Build and motivate a team of leaders who are committed to the vision of the Foundation, and who feel empowered to think and work strategically in support of the mission;
- Continue to build a culture of excellence by exemplifying performance accountability as well as continually developing individual and team talent through coaching;



Gallagher

Insurance | Risk Management | Consulting

- Develop, implement and promote an engagement philosophy within the organization; and
- Create a positive culture of employee engagement, one that understands the key metrics and develops actions to foster engagement of staff through the organization and with its stakeholders.

Stakeholder Relationships

- Proactively build relationships with potential partners to further develop funding opportunities and promote building a connection to the organization and its key purpose; and
- Engage with the cancer community to better connect donors with investment opportunities that align with their passions.

First Year Deliverables / Measures of Success

Success in the first year will be determined by the candidate's ability to:

- Build trusting, open, collaborative, and respectful relationships throughout the organization with employees and Board of Directors;
- Facilitate a smooth transition in the Executive Director role, ensuring that current priorities and objectives are achieved and that immediate stakeholder engagements are adequately attended to;
- Develop a comprehensive understanding of the current and potential stakeholder environment;
- Demonstrate success in moving the strategic plan's priorities and projects forward; and
- Continue to lead and build CHF's profile and awareness in the community in order to increase engagement and funding potential.

Candidate Profile

The successful candidate will have the following:

Education:

- A post-secondary degree (preferred), with a preference for Business, Social or Human Services related field will be considered an asset; candidates with a combination of education and appropriate experience will be considered.

Experience:

- Demonstrated experience leading teams and developing employee capability;
- Demonstrated experience leading an organization with a philanthropic mandate;
- Proven experience building successful relationships with community leaders in government, industry, and not for profit sectors;
- Experience reporting to and working with a board of directors;
- Experience successfully stewarding and securing five-figure gifts;
- Experience with capital campaigns involving multiple partners and stakeholders an asset;



Gallagher

Insurance | Risk Management | Consulting

- Experience with marketing strategy and brand development to promote the organization, increase awareness and facilitate stakeholder connections enabling the organization to achieve its stated purpose. Utilize social media platforms in a focused and intentional manner; and
- Experience crafting and delivering messaging in public speaking, digital platforms, and meeting with political and/or executive level officials as part of brand and fundraising initiatives.

Competencies and Attributes:

- **Business and Financial Acumen:** Understands key Foundation fundamentals, understands the drivers of financial health and accountability of the Foundation and takes responsibility to maintain its ongoing fiscal soundness.
- **Communication:** Communicates effectively with stakeholders on goals, plans, and issues and seeks feedback and advice before acting.
- **Emotional Intelligence:** The ability to recognize your own emotions and those of others, discern between different feelings and label them appropriately, use emotional information to guide thinking and behaviour. To manage and/or adjust emotions to adapt to environments or achieve goals.
- **Leadership:** Provides the coaching, support, encouragement and direction required to engage and empower employees in the accomplishment of goals and objectives. Models positive leadership behaviors and maintains professionalism under pressure and uncertainty. Provides timely feedback and guidance to employees, ensuring their development and success is supported. Ability to adapt leadership style to different audiences as needed.
- **Relationship with Board and Shareholders:** Builds trusting relationships with the Board and stakeholders by being open in the sharing and receiving of information and sees these groups as partners in furthering Foundation goals. Proactively seeks partnership and collaboration with external organizations to ensure long-term strategic success.
- **Strategic Leadership:** Fosters the development of a common vision providing clear direction and priorities and clarifying roles and responsibilities. Sets the tone for the organizations culture.
- **Strategic Marketing and Brand Positioning:** Experience leading the development of a corporate marketing strategy, including brand management, digital strategies, and excellent public speaking skills.
- **Strategic Planning:** Develops short and long-range plans that are comprehensive, creative, realistic and effective in meeting goals and objectives.
- **Team Player:** Understands their role and shares in the team's successes and challenges. Creates an environment where people can talk objectively without emotion interfering. Willingness to help members of the team when needed.

Equal Opportunity

Compassion House Foundation is committed to equity, diversity and inclusion and recognizes that a diverse team benefits and is essential to service excellence. Compassion House Foundation welcomes applications from all qualified individuals and encourage women, members of racialized communities, indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity to confidentially self-identify at time of application. In accordance with the provincial legislation, accommodation will be provided by Gallagher and Compassion House Foundation throughout the recruitment, selection and/or assessment process, upon request, to applicants with disabilities. All qualified candidates are encouraged to apply.



Gallagher

Insurance | Risk Management | Consulting

How to Apply:

Please send your resume in PDF format to: janine_robin@ajg.com. Copy and Paste the following job title and code and place it in the subject line of your email so we can identify the job and confirm receipt of your application:
AWUP-430421 Executive Director | Compassion House Foundation - AB - Edmonton and Area (OTIAPPLY)

Please note that only those candidates meeting the selection criteria, established by our client, will be contacted further. Although we may not contact you directly for this particular role, all applications will be reviewed as we would like to consider you for future opportunities that may be appropriate.