

# Executive Director

## The Guelph Community Foundation

### ■ THE OPPORTUNITY

The Guelph Community Foundation is at an important juncture as it seeks a strategic, collaborative, and progressive leader as its next **Executive Director**. This leader will build on the 25-year history of the Foundation to help us strengthen and support our community through philanthropic leadership.

Reporting to the Board of Directors and leading a committed team that values diversity of perspective and collaboration, the Executive Director will build relationships and engage diverse stakeholders in the work of the Foundation, raising funds and managing services to support our community. The incumbent will represent the Foundation with a diversity of audiences with a goal of continually building our donor base, while also providing vision, inspiration, direction and oversight of organizational operations.

This is an opportunity to work in a dynamic and growing community within a network of supportive organizations in Guelph to help empower people and causes in Guelph and surrounding region. This position will be based in Guelph.

This position has a salary range of \$110,000-\$125,000, plus 4 weeks' vacation. The Guelph Community Foundation has a competitive health benefit plan.

### ABOUT THE GUELPH COMMUNITY FOUNDATION

Established in 2000, the Guelph Community Foundation will be celebrating 25 years of community service in 2025. We manage over \$14M in endowed assets and in 2023/2024 granted \$2.5M on behalf of donors to over 150 charities. In addition to funds we manage for individual and charitable fundholders, we have a number of community impact funds that we grant to charities within the community with support of our Grant Allocation Committee.

The Guelph Community Foundation is uniquely positioned to assist impact through strong relationships with donors, fundholders and the organizations doing the work. The Guelph Community Foundation convenes conversations, introductions and relationships to facilitate impact where needed.

### ADDITIONAL INFORMATION

- [About the Guelph Community Foundation](#)
- [GCF Annual Report](#)
- [2023 Vital Signs Report](#)
- [Community Foundations of Canada](#)

## THE IDEAL CANDIDATE

Motivated by the principles of philanthropy, community service and partnership, the ideal candidate will be a values-driven leader with fundraising, business, and political acumen, ready to work collaboratively with staff and senior volunteers to move our foundation to the next phase in its evolution. The new Executive Director will come to the role with knowledge and experience engaging with donors, volunteers, community organizations and other stakeholders to advance goals and collaboratively achieve impact.

An accomplished fundraiser with a proven track record securing major gifts from individuals, foundations, and corporations, the ideal candidate will be skilled at developing comprehensive fundraising plans that focus on securing new revenue and enhancing stewardship of the Foundation's existing donors and funders. The Executive Director will develop and steward relationships with individual, corporate, and foundation donors, funders and partners.

The Executive Director will be a strong communicator with a sense of optimism and the ability to influence and engage a range of stakeholders and audiences. The new incumbent will endeavor to understand our donors and fundholders and help them advance their philanthropic goals for the betterment of our community.

Reporting directly to a Board of Directors composed of a group of committed community leaders, the successful candidate will be a strong relationship builder, storyteller, and advocate for the community and the causes that need support. As a leader who values diverse opinions and skills, embraces collaboration at all stages of development, and applies our values to decision making, the Executive Director will inspire and rally a strong staff and operational volunteer team to provide essential supports to our fundholders so that they are inspired to grow their funds and in turn their impact in our community.

## KEY DUTIES & RESPONSIBILITIES

The Executive Director is responsible for the successful leadership and management of the Foundation, reporting and responsible to the Board of Directors of the Foundation.

### **Vision & Strategy**

- Participates with the Board in developing a vision and strategic plan to guide the Foundation
- Establishes major goals and objectives for the Foundation and directs and oversees short- and long-term plans to achieve those goals
- Works with Board of Directors on governance policy issues by providing support, initiating approved recommendations or actions, and implements policies established by the Board
- Identifies, assesses and informs the Board of Directors of internal and external issues that affect the Foundation
- Acts as professional advisor to the Board of Directors on all aspects of the Foundation's activities

### **Fund Development & External Relations**

- Oversees and participates in the development of fundraising plans, and provides stewardship to the Foundation's major donors and other funders. These fundraising plans will include growing endowed funds, flow through funds, direct donations and stewardship activities.
- Manages a personal portfolio of key donor and partner prospects, including individuals, corporations and foundations

- Acts as spokesperson representing the Foundation to other agencies, community and civic organizations, donor, funders and supporters, and the general public
- Convene people and groups as a leader in the community

### **Financial Management**

- Works with the Finance Manager and the Board's Finance Committee to prepare comprehensive budgets
- Ensures that operating results established in the annual budget are achieved, and oversees control of operating expenses within established budgets
- Approves expenditures within the authority established by the Board of Directors

### **Leadership & Human Resources**

- Develops and maintains organizational structure and effective staffing
- Provides leadership, direction and guidance around the Foundation's activities
- Provides leadership to Foundation personnel through effective objective setting, delegation, and communication and performance management
- Maintains a competent and effective Foundation staff
- Coaches and mentors staff, as appropriate, to improve performance

### **Operational Planning and Management**

- Ensures that the operation of the Foundation meets the expectations of its donors, partners, funders and Board of Directors, while maintaining the ethos and values of the Foundation
- Oversees, analyzes and evaluates the effectiveness of all Foundation operations, special events, and projects
- Accountable for the efficient and effective day-to-day operation of the Foundation
- Oversees staffing requirements for organizational management and service delivery

## **REQUIRED QUALIFICATIONS & COMPETENCIES**

- A minimum of 10 years of relevant leadership experience
- Expertise working with, recruiting, supporting, and coaching boards and senior volunteers
- Broad fundraising background with experience in diverse revenue generating programmes and proven success engaging and soliciting individuals, corporations, and foundations for major gifts and partnerships
- Experience working with investment managers and/or investment committees is an advantage
- Enthusiastic team leader who inspires confidence and desires to lead, coach and work alongside their team towards a shared vision
- Experience in the community services sector and/or Guelph charitable sector is an advantage
- A respectful and inclusive approach to community partners is imperative
- Strong communication and presentation skills with the ability to express ideas and opinions clearly and effectively
- Exceptional interpersonal skills with demonstrated ability to build and maintain relationships within immediate team, volunteers, donors and community partners
- Local travel is required – a valid driver's licence or alternate means of transportation is required
- Comfortable with flexible business hours to accommodate Board meetings, occasional evening/weekend events, donor support or organizational resource management