

## **Executive Director Vancouver Island, BC**

If you possess solid leadership skills, a passion for advancing the care and compassion in a community around end of life issues – *we have an opportunity for you!* The Campbell River Hospice Society is currently seeking a part-time Executive Director to lead our team of employees and volunteers. With over 30 years of quality service to the community, we are wanting to make the next decades just as memorable.

From our new Hospice House, you would lead the team to provide leadership and direction to all aspects of hospice operations so that the strategic objectives and budget are met. Our social entrepreneur business is growing, providing a stable base for primary funding. There is however much work to do to expand our services and programs to meet growing demand beyond these initiatives, while building awareness and a stable donor base.

At present, the work week is 24 hours however there is potential to return this to a full-time role.

### **Your Qualifications**

- Minimum of three years prior experience managing within a non-profit environment which includes reporting to a Board preferred
- Proven management skills in operations, budgeting, human resources, time management and financial analysis
- Proven interpersonal and communications skills in writing and for presentation that build positive relationships
- Developed skills in preparing written recommendations for the Board's consideration
- Prior success with grant applications preferred
- Knowledge of the philosophy and service delivery of hospice palliative care
- Software skills in MS Office suite of programs

### **Your Passion**

- Support the identified aims and objectives of the strategic business plan (SBP) by providing leadership and direction to the society using an annual operations plan and budget defined targets based on gap analysis
- Manage the resources required to deliver the programs and services while continually looking for opportunities to improve and expand the offerings for the Board's consideration
- Represent the society to all stakeholders with a professional and knowledgeable image so that there is an ever-increasing awareness of the society's offerings
- In partnership with the Board, direct the creation, implementation and monitoring of the society's policies and processes that keeps to the approved commitments
- Manage the financial health and budget of the organization within regulated requirements then report out as required
- Inform the Board Chair on progress and issues formally and informally on a regular basis that reflects accurate and current information including areas of risk

## Campbell River Hospice Society

- Develop and implement a fundraising plan that keeps stakeholders engaged and contributing to the defined targets
- Support the management of the Thrift Store to ensure that the business remains profitable and efficiently operated
- Provide the Human Resources support to your team of employees and volunteers so that there is a safe and respectful workplace

### **Your Reward**

- A competitive salary that has potential to grow with the increased funding stability

### **Special Requirements**

- Candidates must be legally eligible to work in Canada at the time of application
- Prerequisites to employment include a criminal record check, and employment reference verification
- The successful candidate must be willing to work variable hours in order to network with the community, volunteers and attend events
- With hospice beds and a new hospital as neighbours to our Hospice House, you will still appreciate having your own transportation.

To submit your application for consideration, please email your résumé and cover letter **before Friday, December 22, 2017**, to [crhospice2018@gmail.com](mailto:crhospice2018@gmail.com) Attention: Shannan Brown, Recruitment Chair. Please do not inquire or make applications to the CR Hospice Society offices, our employees and volunteers will be working with clients.

We thank all applicants for their interest however only those shortlisted will be contacted. Interviews will begin after the holiday season in early 2018.

*Campbell River Hospice Society is an equal opportunities employer who provides a workplace that is free of discrimination.*