



**LOCH LOMOND VILLA, INC.
JOB DESCRIPTION**

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| DEPARTMENT: | Loch Lomond Villa Foundation |
| JOB TITLE: | Foundation Executive Director |
| SUPERVISED BY: | Foundation Board Executive |
| DATE OF REVIEW / REVISION: | March 2, 2026 |

SUMMARY OF POSITION:

This role offers the opportunity to lead philanthropic growth that directly enhances the quality of life for residents and families at Loch Lomond Villa.

The Loch Lomond Villa Foundation’s mission is to *improve the quality of life for the residents and families of Loch Lomond Villa*. Established in 1994, the Foundation leads all fundraising initiatives that enhance the care, comfort, and experience of those who call Loch Lomond Villa home.

Loch Lomond Villa is a community of health and social care professionals dedicated to enhancing the lives of those who proudly call us home. Through our comprehensive, person-centred approach, residents receive innovative, expert care grounded in compassion, dignity, and respect. Guided by our core values and our Planetree Continuing Care Philosophy, we foster meaningful relationships with residents, families, staff, and the broader community. Loch Lomond Villa is nationally accredited by Accreditation Canada and is the second-largest Planetree Designated Continuing Care Community in the world. As the second largest nursing home in region 2, we have proudly served our community for over 53 years.

The Executive Director is responsible for the overall leadership, strategic direction, and management of the Loch Lomond Villa Foundation. Reporting to a volunteer Board of Directors, the Executive Director is accountable for revenue generation, financial stewardship, fund development, governance support, organizational development, staff/volunteer management, and community engagement. The successful candidate will work within the mission, vision, and policies of the Foundation and will lead the execution of strategic goals established by the Board.

JOB SPECIFIC DUTIES and/or RESPONSIBILITIES

Strategic Leadership & Governance

- Work collaboratively with the Board of Directors to implement the Foundation’s Strategic Plan and achieve established goals
- Provide leadership in organizational planning, policy development, and governance best practices
- Prepare board meeting materials, financial reports, and strategic update

Fund Development & Revenue Generation

- Lead and manage all fundraising initiatives, including annual giving, major gifts, planned giving, grant writing, donor stewardship, and corporate sponsorships
- Develop and implement comprehensive strategies to grow revenue year over year
- Build and maintain long-term relationships with individual, corporate, foundation, and government donors
- Oversee and evaluate fundraising campaigns and initiatives to ensure targets are met
- Remain current on fundraising legislation and ethical best practices

Special Events & Community Engagement

- Provide leadership and oversight for all Foundation fundraising events, including the Summer BBQ Series and other community initiatives
- Liaise with and support third-party fundraising events
- Represent the Foundation in community forums, civic organizations, and professional associations

Financial Management & Administration:

- Oversee the preparation and management of the annual budget
- Monitor financial performance and ensure sound fiscal stewardship
- Coordinate and support the year-end audit process in collaboration with the contracted accounting firm
- Ensure proper management of the fundraising database and timely issuance of tax receipts

Human Resource Management

- Provide leadership, supervision, and performance oversight for Foundation staff and volunteers
- Cultivate a positive, collaborative, and high-performing team culture
- Champion continuous improvement and organizational effectiveness

QUALIFICATIONS

- University or college degree/diploma with a minimum of three (3) years' proven experience in fundraising leadership
- Demonstrated experience in major gifts, annual giving, grant writing, and donor stewardship
- Strong understanding of nonprofit governance and board relations
- Experience in financial management and oversight, including budgeting and accounting processes
- Proficiency with fundraising and database management systems
- Excellent written and verbal communication skills
- Strong interpersonal, leadership, analytical, and problem-solving skills
- Ability to work independently and collaboratively
- Flexibility to attend occasional evening and/or weekend events
- Valid driver's license and access to a personal vehicle
- Employment is conditional upon receipt of satisfactory medical clearance, criminal record check, and vulnerable sector check
- CFRE certification is considered an asset

SALARY EXPECTATIONS

- \$52,000 - \$61,000 annually
Compensation will be commensurate with experience, qualifications, and internal equity.

If you are interested in this exciting career opportunity, please send your cover letter and resume via email to:

Esmeralda Gutierrez
Recruitment Coordinator
Email: hr@lochmondvilla.com

Deadline for applications: Friday, March 27, 2026

We thank all those who apply, however only those selected for further consideration will be contacted.