Provincial Director

FLEXIBLE LOCATION - Be part of the largest Wish Granting organization in Canada! Enjoy a job that is personally rewarding, and help children enjoy their most heartfelt wish. Children's Wish Foundation of Canada now has a regular fulltime opportunity for a Provincial Director working either from the New Brunswick Chapter Office located in Saint John, NB, **OR** remotely from Moncton, NB.

Working in collaboration with the Regional Director, Atlantic Region, this position is responsible for accountable for ensuring delivery of the Children's Wish Foundation of Canada's mission, objectives, and programs for the chapter. Within the context of the national strategic plan, formulates and executes an independent chapter specific tactical plan expressly intended to grow fund development, brand awareness, and wish granting.

If you are interested in being part of a growing organization that has a profound impact on the communities across the country, the position of Provincial Director may be right for you.

Primary Responsibilities:

- Works in collaboration with stakeholders to develop and execute short and long-term goals for the chapter ensuring increased revenue, wish granting and awareness year-over-year.
- Works in collaboration with national managers to ensure adherence to the Foundation's governance and operational policies and procedures at the chapter level.
- Provides guidance and leadership to the Chapter Advisory Board. Ensure a full complement of volunteers.
- Oversees management of all operational volunteers including office workers, event staff, committee members and subchapter teams.
- Oversees all aspects of granting of wishes ensuring that the integrity of wish requests is maintained while adhering to Children's Wish policies, procedures and standards.
- Maintains existing relationships with referral sources as well as recruit new relationships.
- Supports Chapter staff in carrying out necessary activities for fulfilment of wishes as required.
- Strengthens and expands revenue development opportunities with existing donors through cultivation and recognition of strategies and seeks out new opportunities for fund development via recruitment of new supporters and contributors.
- Ensures all fundraising initiatives and donor cultivation is in keeping with relevant Children's Wish policies and practices.
- Adheres to Imagine Canada's Ethical Code.
- Develops annual budget for approval and manage all expenses to the approved budget making efforts to minimize expenses and reduce administrative and fundraising ratios wherever possible.

- Collaborates with various stakeholders (e.g. National Office, Advisory Board, and colleagues in other Chapter Offices across Canada) as appropriate in fulfilling the mission, strategy and goals of the Foundation.
- Develops and maintain strong relationships (e.g. National Office, volunteers, suppliers, sponsors, donors, media, and community liaisons) to ensure efficiency and effectiveness of all fundraising, wish granting and awareness initiatives year-after-year.
- Acts as key ambassador and spokesperson for the Foundation, specifically when communicating with the media, Wish Families, referral source network, donors and other stakeholders.
- Develops and maintains relationships with the subchapters.
- Continuously work to increase awareness of Children's Wish through all contacts and business interactions through relationships, marketing and promotion.
- Attends and actively participates in national management meetings via conference and out of town meetings.
- Works in compliance with the provisions of The Occupational Health & Safety Act in the applicable province of employment and its regulations, and complies with the Foundation's Health & Safety Policy.
- Other duties as assigned.

Staff Management Accountabilities

- Recruits, engages and retains qualified employees to meet business priorities.
- Provides support and direction in the development, alignment and accomplishment of objectives through on-going performance feedback, recognition and coaching.
- Provides a safe and healthy work environment for team members and relevant stakeholders. Ensures they work in compliance with The Occupational Health & Safety Act in applicable province of employment, its regulations, and the Foundation's Health & Safety Policy.

Financial Accountabilities

- Monitor department adherence to financial policies and controls. Determine expense projections as part of the budgeting and forecasting process. Authorize expenditures within approved guidelines. Monitor expenditures against budget, and forecast and initiate appropriate remedial activity as required.

Qualifications

Education

- Post-secondary education.
- Strong understanding of the charity sector and not-for-profit organizations.
- Bilingualism (French/English) considered an asset.
- CFRE designation an asset.
- 5-10 years of experience in a senior management role in the not-for-profit or charitable sectors.
- Excellent leadership, team building and interpersonal skills.
- Applies fundraising principles and processes.
- Creates and executes fundraising activity plans.
- Executes a systematic prospecting and cultivation process to increase targeted prospects in the pipeline.
- Relentlessly follows up.

- Develops a compelling case for support and can effectively present the rationale for supporting Children's Wish in a way that causes commitment.
- Creates and delivers communication and messaging that resonates with target prospects.
- Asks for and secures gifts, generating financial support for Children's Wish.
- Creates stewarding approaches that cause long term donor retention.
- Understands Children's Wish marketing communication strategy and the intended marketing mix.
- Creates clear and consistent messaging about Children's Wish across written, multi-media, in-personal and physical communication and marketing tactics.
- Proficient in Microsoft Office 2010 (Word, Excel, PowerPoint and Outlook) and related search engines.
- Raiser's Edge knowledge.

Working Conditions

- Office environment with occasional requirements to work outside of regular office hours.
- Regular day/overnight travel
- This position requires work outside or beyond traditional office hours and thus requires a flexible schedule year-round.
- Access to a reliable form of transportation is required to fulfil responsibilities.

Physical and Mental Effort

- Works under pressure of tight deadlines, with high volume workload, and with multiple demands and changing priorities.
- High degree of responsibility including financial, staff and operational demands.
- Contact with Wish Families and therefore may experience some emotional situations.

If you are excited about this opportunity, submit your resume and cover letter stating salary expectations by October 16, 2018 via e-mail to hr.recruitment@childrenswish.ca quoting posting details "**Provincial Director NB, Posting #AF007**" in your subject line. While we look forward to receiving applications from qualified candidates, only those identified through the pre-screening process will be contacted for an interview. No phone calls, please. Children's Wish Foundation of Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Children's Wish Foundation of Canada is an Equal Opportunity employer.

About the Children's Wish Foundation of Canada

Children's Wish Foundation of Canada is the largest and only all-Canadian wish granting charity dedicated to granting wishes to Canadian children between the ages of 3 and 17 who are diagnosed with a life-threatening illness. For more than 30 years, Children's Wish has worked tirelessly to grant heartfelt wishes to nearly 25,000 children and their families – that's three wishes each and every day, all year long!

Children's Wish has chapter offices and professional staff in every province, and each wish family is assigned a dedicated Wish Coordinator who is able to personally and carefully structure each heartfelt wish experience to meet the particular needs of the child and their family. Travel wishes include all

siblings 21 years and under living in the same household, and families travel worry-free thanks to exclusive Blue Cross insurance.

Our newly expanded reach, which includes children diagnosed with a serious neurological or genetic illness, means continued strong wish referral support through our medical community. Wish referrals continue to increase year over year, and we are proud to maintain our 'no waiting list' policy, thanks to our generous donors.

Now more than ever, we are encouraging Canadians to donate and support Children's Wish Foundation of Canada. Help us grant the next single-most heartfelt wish. Visit www.childrenswish.ca for more information and to donate.