



EXECUTIVE DIRECTOR

The Kinsmen Foundation, funded through the annual TeleMiracle telethon, provides gifts to individuals, families, group homes, and organizations throughout Saskatchewan as a “funder of last resort.” These gifts provide mobility equipment, and funding for medical costs, which would otherwise be unattainable – with the goal of improving quality of life and independence. Additional information about the mission and mandate of the Kinsmen Foundation can be found at: <https://telemiracle.com/>

Reporting to the Kinsmen Foundation Management Committee, the **Executive Director** is responsible for the overall management of the Kinsmen Foundation Inc. internal operations, which includes all aspects of board governance, people management and leadership, financial management, operational excellence, revenue generation, and overall communications. This position also acts as an external representative of the Kinsmen Foundation and TeleMiracle with key external stakeholders and the provincial community and oversees a team of seven staff.

What You Bring to the Role

This position is an excellent fit for someone passionate about the mission and vision of the Foundation and for championing the success of TeleMiracle. You are committed to advancing effective teamwork within the Kinsmen Foundation and between the organization and its stakeholders. You foster a positive and collaborative workplace where empowerment, coaching, and support of all employees is prioritized. As someone who has demonstrated success in fund development, you are keen to stay abreast of best practices and are committed to identifying innovative sources of revenue generation. With your engaging and collaborative approach, you are a role model in the community and develop positive relationships with the government and partners.

Key Accountabilities Include:

- Follow up with organizational funding grants to ensure all stewardship activities and benefits are delivered to the Kinsmen Foundation.
- Instill and sustain a collaborative and team mindset and approach: 1) with staff, 2) between the staff and Foundation Board/TM Committee, 3) between the organization and its external stakeholders.
- Developed, implemented, and monitored an organization budget inclusive of the office operation and Tele Miracle.
- Manage relationship/contract with TeleMiracle Producers, liaise regularly with TM Producers regarding all production elements and budget for the telethon.
- Ensure the organization has an effective volunteer management plan to meet its various strategic and operational priorities.
- Manage and coach the Fund Development Manager to identify and execute innovative fundraising opportunities that enhance donor retention, new donor acquisition, and net year-over-year revenues.
- Serve as advocate and champion for the Kinsmen Foundation, building awareness of the Foundation's mission and ongoing work.
- Work with the TM Chair, TM PR Chair & TM Producers to create and execute a PR plan, advertising strategy, and crisis communications plan for each year's TeleMiracle.

To apply for this position, visit www.essencerecruitment.ca or send your resume to leanne@essencerecruitment.ca by March 15, 2024

Salary range \$109, 870 to \$121, 436