

Saanich Peninsula Community Foundation is Growing: Apply to Become our First Executive Director

Are you passionate about community-building and philanthropy? Do you have the leadership and vision to drive change and make a real impact?

Join the Saanich Peninsula Community Foundation as our first Executive Director and be at the heart of a growing organization that's transforming lives and creating lasting positive change.

About the Foundation

The Saanich Peninsula Community Foundation (SPCF) is a charitable public foundation and incorporated society existing under the Societies Act of British Columbia. We aim to enhance the quality of life for residents of the Saanich Peninsula by building permanent endowment funds, donor directed funds, granting funds to a wide range of charitable and community based causes to meet local needs, and through community leadership.

The SPCF uses the funds entrusted to it to serve the interests of all Saanich Peninsula residents in education, welfare, culture, environment, health and recreation. A Board of respected volunteers dedicated to Saanich Peninsula initiatives governs the Foundation.

SPCF acknowledges that our community is located within the unseeded territory of the WSANEC people.

About the Opportunity

Having just celebrated 25 years, SPCF is entering an exciting new chapter. We are hiring our first Executive Director to help guide the Foundation's next phase of growth. Working closely with the Board, the Executive Director will play a key role in building our leadership and operational capacity— implementing a new technology platform, establishing a physical office and strengthening relationships with donors, grant recipients, and community partners. We're looking for a community-minded leader who's ready to help take SPCF to the next level.

About the Role

This is a part-time, 28 hours per week (80% position of a full time 35 hours per week). Working virtually, local travel will be required to attend meetings and community events, as well as occasional travel to regional, provincial or national meetings.

What You'll Do

As the Executive Director, you will play a key role in shaping the future of our foundation. You will collaborate with the Board of Directors, and connect with community leaders, donors, and partners to advance our mission.

Key responsibilities include:

- **Leadership and Strategic Direction:** Work closely with the Board to implement sound governance and lead the execution of our strategic initiatives.

- **Fund Development and Donor Stewardship:** Cultivate relationships with donors, manage major gifts and endowments, and drive fund development initiatives.
- **Operational and Financial Management:** Lead and manage the day-to-day operations of the Foundation to ensure effectiveness and efficiency in all areas.
- **Community and Stakeholder Engagement:** Collaborate with local organizations, businesses, and government agencies to maximize local impact and support.

What You Bring

We're looking for a self-leader with passion, experience, and a drive to make a difference. You should bring:

- **Proven Leadership:** At least 5 years in senior management in the nonprofit or charitable sector, including experience with governance and boards.
- **Community Builder Mindset:** A strong dedication to community development and the ability to engage diverse stakeholders as the face of the Foundation.
- **Relationship-Building Skills:** Demonstrated ability to foster long-term relationships and partnerships based on trust and transparency.
- **Technology & Financial Acumen:** Proficient in financial management and comfortable using cloud-based systems to support virtual office operations.
- **Philanthropic Expertise:** Experience guiding fund development, grant-making and donor stewardship efforts to drive sustained community impact.

Compensation Package

The salary range is \$40 to \$45 per/hour based on a 28 hour work week. The compensation package includes 3 weeks paid vacation, flexible work arrangements to support work life balance, and opportunities for professional development.

Why You Should Apply

This is an exciting opportunity to make a real impact and leave a lasting legacy in our community. As Executive Director, you'll have the chance to shape our future, lead with innovation, and create positive change. You'll work closely with an engaged Board and be at the forefront of community development. If you're ready to take on this challenge and lead an incredible foundation to new heights, we want to hear from you!

Apply by August 21, 2026 with potential start date of Fall 2026

To apply, submit your resume and a cover letter outlining why you're the perfect fit for this role to careers@sp-cf.ca

SPCF is committed to fostering an inclusive and diverse workplace. We encourage applicants from all backgrounds to apply.