



## **BUILDER NEEDED TO KNOCK-DOWN INEQUALITY**

**Search for:**

**Executive Director, Definity Insurance Foundation**

**POSTING DATE:**

**October 1, 2021**

**APPLICATION DEADLINE:**

**Wednesday, October 27<sup>th</sup>, 2021**

### **THE OPPORTUNITY**

The Definity Insurance Foundation works with charitable partners across Canada to tackle inequity, barriers to good health and opportunity, and climate-related challenges. As a newly established public grant-making entity, the Foundation is seeking its inaugural Executive Director.

Reporting to and collaborating closely with the Board of Directors, the Executive Director will have the unique opportunity to roll up their sleeves and build the programs and infrastructure of the Foundation, participate in the setting of strategic objectives, and nurture a new external community of constituents and partners, in order to advance the Foundation's mission.

## **ABOUT THE FOUNDATION**

Our vision is a healthy, equitable, and flourishing world. As such, the [Definity Insurance Foundation](#) works with charitable partners across Canada to tackle inequity, barriers to good health and opportunity, and climate-related challenges.

Our work is grounded in:

- Community - Honoring our legacy of cooperative action, we work with and through others to strengthen the common good.
- Integrity - Demonstrating trust and ensuring good stewardship, we advance the impact of our selected charitable partners and other stakeholders.
- Justice - Believing philanthropy must advance equity, we invest in change that makes Canada and the world more inclusive.

We will advance three core granting priorities:

- Healthy People - We aim to increase the health and well-being of marginalized people, by removing barriers they face to accessing care and support.
- Thriving Communities - We aim to help communities reduce the effects of social and economic inequality, by funding solutions identified and endorsed by communities most impacted.
- Livable Planet - We aim to slow the speed of climate change, and tackle its inequitable impacts in communities and economies.

The Definity Insurance Foundation was created in 2018 as part of a process that is expected to lead to the demutualization and IPO of the Economical Mutual Insurance Company. Upon the completion of the IPO, the Foundation will receive \$100 million from the proceeds, intended to support its charitable causes. The Foundation and the company are independent and distinct entities, but enjoy a strong relationship and connection.

## **ACCOUNTABILITIES**

The Executive Director will report directly and be accountable to the Board of Directors, through the Chair of the Board.

While the Foundation is an independent entity, given the nature of its founding, the Foundation has an important and beneficial relationship with Definity Insurance. The Executive Director will play an integral role in nurturing this key partnership.

## **CORE RESPONSIBILITIES**

### Leadership – 25%

- Radiate passion and enthusiasm as an ambassador of the Foundation’s vision and mission, and reflect the Foundation’s core values in the performance of duties.
- Direct and execute all activities of the Foundation, either directly or through delegated authority.
- Support the development of strategic objectives and long range plans; lead implementation and keep the board informed as to progress.
- Foster an organizational culture that promotes ethical practices, requires respectful and inclusive behaviour, encourages individual integrity, and advances social and environmental responsibility.
- Work closely with the Board of Directors, and board committees and Chairs, to realize organizational growth and development; and provide timely reports on the status of the Foundation and its programs as well as staff and contractors.
- Support the Board in fulfilling its governance responsibilities; including preparing for board and committee meetings, participating in the identification, cultivation and recruitment of new board directors, and proposing needed or timely policies for the board to adopt.
- With board guidance and support, build a productive working relationship with Definity Insurance, in particular across their marketing, community investment, and environment sustainability and governance (ESG) teams.

### Operational & Financial Management – 30%

- Develop a comprehensive resourcing plan and build the organizational capacity of the Foundation, including structures, processes, and technology. This may also include staff, expert advisors, and/or other contracted services.
- Recruit, manage and supervise Foundation employees, volunteers, interns, as well as any contracted advisors or vendors. This may include compensation, performance assessment, talent development and succession planning.
- Establish the information and data management capacity for the Foundation, including the ability to track grants and donations.
- Develop and implement appropriate accountability measures for the Foundation, including fiscal,

operational, and control policies, procedures and reviews.

- Develop and recommend an annual budget for Board approval. Prudently manage and monitor the Foundation's budget, on a monthly and quarterly basis, and in accordance with relevant policy, laws and regulations.
- Provide support to the Board Treasurer and Finance Committee with the provision of monthly and quarterly reports; participate in and provide open access as required for the annual audit process.
- In collaboration with the Board, provide oversight of the investment and management of the Foundation's assets, roughly \$100 million.
- Ensure the compliance of all Foundation activities with legal, regulatory, and ethical standards. Provide a Compliance Report to the Board at least twice per year.
- Develop and implement a process to identify, manage, communicate and mitigate any risks to the Foundation or its ability to deliver on its mission.

#### Granting & Community Engagement – 30%

- Develop and implement a robust granting program in the three priority areas identified by the Board; explore and implement avenues for community input in grant decision making.
- Develop supporting infrastructure to receive, assess, and manage grant requests.
- Prepare the appropriate materials, resources and recommendations for grant review and approvals (by the board or board committee).
- Develop and maintain positive relationships with charitable partners, volunteers and other stakeholders.
- Maintain a culture of respect and responsiveness with prospective and current grantees.
- Work collaboratively with Definity Insurance to support the fulfillment of their community granting.
- Build systems and measures for evaluating the strength and impact of the granting program.
- Maintain knowledge and awareness of the work, programs, and priorities of key organizations and government ministries in the Foundation's areas of focus. Proactively seek opportunities for collaboration and partnerships, across communities and sectors.

### Stewardship & Communications – 15%

- Develop a strategic communications plan.
- Lead the development of an annual impact report to the community.
- Steward relationships with any and all donors to the Foundation, including Definity Insurance.
- Actively participate in community forums and networks relevant to the Foundation’s three granting priorities, to elevate and grow the influence and impact of the Foundation.
- Ensure the regular updating of the Foundation’s website and related communications collateral.
- Harness personal presence & influence to serve as the Foundation’s spokesperson to the public.

### **PROFILE & REQUIREMENTS**

We are seeking a self-motivated and highly organized leader, excellent analytical and strategic thinker, and influencer, eager to work for a values-based organization. We will consider all qualified applicants.

Tackling inequality is a major theme which cuts through all our work, so we are particularly interested in candidates who have experience advancing the principles of justice, diversity, equity and inclusion, including through their own lived experience.

Other qualifications we’re looking for include:

- Minimum 8 years of senior management experience in the philanthropic space.
- Graduate degree, or equivalent experience with demonstrated commitment to life-long learning and professional development; disciplines such as nonprofit leadership, business, marketing, public policy, public health, education, social or environmental sciences
- Experience with grant-making, philanthropy, and/or nonprofit management, in addition to previous experience working directly with a Board, preferred.
- Philanthropy, marketing and/or communications related competencies with the ability to engage a wide range of stakeholders.
- Comfortable and skilled to work with numbers; financial analysis for decision-making, preparation and reporting of financial matters.
- Organizational management strengths, with drive to set and achieve strategic objectives.
- Compelling communicator, highly effective writer and speaker, with social media savvy

## **COMPENSATION & BENEFITS**

The anticipated salary range for this role begins at \$160,000+ dependent on experience, in addition to an attractive benefits package.

## **OTHER POSITION DETAILS**

The position will work virtually, initially, so candidates from all regions of Canada are invited to apply. Standard work hours, Monday to Friday, would be the norm with some variation depending on scheduled events, meetings and activities. As the Foundation has a national mandate, ability to travel within Canada is required.

Given the travel requirement, and the Foundation's focus on inequality, healthy people, and thriving communities, evidence of full vaccination for COVID-19 is required of the successful candidate prior to the first day of work.

## **APPLICATION DETAILS**

Please share your cover letter and CV by **5pm Wednesday, October 27<sup>th</sup>, 2021** by email in full confidence to:

Sharilyn Hale  
Watermark Philanthropic Counsel

Definity Insurance Foundation – Executive Search

[info@definityfoundation.org](mailto:info@definityfoundation.org)

All applicants will be acknowledged, but only those selected for an initial interview will be contacted personally. We can't wait to learn more about you! Visit [www.definityfoundation.com](http://www.definityfoundation.com) to learn more about us.