

CapitalCare Foundation is an active registered charity that is in place to support the needs of the CapitalCare centres who care for seniors and young adults in continuing care, short stay and day programs. This well-established Foundation was incorporated in 1989 to support the goals and objectives of CapitalCare. The Foundation is committed to providing funds for programs, equipment, staff education and capital building projects. The staff of the Foundation and the Board of volunteer Director's work in collaboration with many partners in the community, both corporate and individual. Our goals and areas of support have not changed over time, but the need for additional financial resources has increased. The increase in our aging population has created a greater demand for specialized programs, homelike centers and new continuing care delivery options. To meet the challenges of providing the best continuing care for the community, we need to be flexible, responsive and innovative. The work of CapitalCare Foundation is key to these efforts.

We are actively seeking a hands on, well-spoken leader for the role of Executive Director of CapitalCare Foundation. The Executive Director is the key management leader of CapitalCare Foundation, maintaining the mission vision and values of the Foundation. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the CapitalCare Foundation. The Executive Director develops and implements fund development strategies for CapitalCare Foundation and encourages proactive relationships with donors and other external liaison groups. Oversees and implements appropriate resources to ensure that the operations of CapitalCare Foundation are appropriate and effective. Other key duties include fundraising, marketing, community outreach, and board development. The position reports directly to the CapitalCare Foundation Board of Directors and the Chief Operating Officer of CapitalCare.

CapitalCare Foundation prides itself in supporting new and innovative initiatives. The results can best be seen in every aspect of our operations. For example McConnell Place North, McConnell Place West, Kipnes Centre for Veterans, and now the Stepping Up Campaign for the new Gene Zwozdesky Centre in Edmonton. Renovations and new furnishings create home-like settings in our more traditional older care centers, while adaptive vans open the doors for residents and clients, educational bursaries and scholarships help staff grow, and programs for our continuing care operations are supported through CapitalCare Foundation, ensuring that both residents and staff have opportunities to enrich theirs and others lives.

Education

- Post secondary education in a relevant field is required.
- Is an active member of at least one of Association of Fundraising Professionals, Canadian Association of Gift Planners, or Association of Hospital Philanthropy.
- CFE Certification is preferred.

Experience

- Experience in fund raising and communications is required. Experience in a large multi disciplinary organization is preferred.
- An equivalent combination of education, skills and experience may be considered.
- Demonstrated experience in governance, board development, planned giving agreements and strong fiscal management is preferred.
- Five plus years in Fund Development is required.
- A strong network within the corporate environment would be an asset.
- Good administrative skills: time management skills to meet deadlines and manage multiple concurrent tasks.
- Good interpersonal skills: excellent verbal and written communication skills.
- Proven ability to be detail oriented with excellent analytical, problem solving and project management skills.
- Demonstrated innovation and change management skills which include supporting and encouraging new ideas and approaches.

Other Requirements

- Ability to work independently from a remote office when needed.
- Travel within the Edmonton region required.
- Presence and participation at various meetings (some evenings and weekends).
- Clear police check including vulnerable sector screening.