

Leaders

INTERNATIONAL

Executive Search

the right **people**

Loeys-Dietz Syndrome Foundation Canada

Executive Director

3-18-2021



JOB DESCRIPTION EXECUTIVE DIRECTOR

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In this document, the masculine gender is used throughout as representative of both genders, without any intent to discriminate for the sole purpose of making the text easier to read.



ABOUT OUR CLIENT

Loeys-Dietz Syndrome Foundation Canada (LDSF Canada) is a Non-Profit organization dedicated to fostering research, raising awareness and supporting patients and families affected by Loeys-Dietz syndrome.

LDSF Canada drives its mission forward by bringing out of the box, unique visions to fruition. This atypical foundation receives funding from a unique Planned Giving program as well as traditional sources. LDSF Canada is beginning to change the landscape of how our community provides and receives education and life-saving health care. The foundation partners with leading medical and educational institutions to provide resources to the communities working and living with and Loeys-Dietz syndrome.

SUMMARY DESCRIPTION

Reporting to the Executive Chair of the Board of Directors, the Executive Director will be responsible for overseeing the organization's administration, programs and strategic plan. In order to significantly grow the LDSF Foundation, the Executive Director's key responsibilities will be focused on communication including marketing awareness towards the health care sector, community outreach and patient support. There will also be a priority to develop and foster an extended network of researchers focused on Loeys-Dietz syndrome. In addition, the Executive Director will be responsible for identifying and developing new sources of donations and/or grants to complement LDSF Canada's existing fundraising strategies and programs.



ROLE AND RESPONSIBILITIES

A- BOARD GOVERNANCE

- Lead LDSF Canada in a manner that supports and guides the organization’s mission as defined by the Board of Directors;
- Communicate effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions;
- Identify internal and external issues that affect LDSF Canada, assess and inform the Board of Directors;
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the Foundation throughout the community;
- Oversee the organization of Board and committee meetings.

B- ORGANIZATION MISSION AND STRATEGY

- Responsible for the implementation of LDSF Canada’s programs that carry out the organization’s mission;
- Responsible for the strategic planning to ensure that LDSF Canada can successfully fulfill its mission into the future;
- Responsible for the enhancement of LDSF Canada’s image by being active and visible in the community and by working closely with other professionals, as well as civic and private organizations;
- Establish and maintain relationships with various organizations throughout the community and utilize those relationships to strategically enhance LDSF Canada’s Mission.



C- FINANCIAL PERFORMANCE AND VIABILITY

- Responsible for developing financial, human and other resources necessary to support LDSF Canada's mission;
- Responsible for the fiscal integrity of LDSF Canada, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization;
- Responsible for the fiscal management, which generally anticipates operating within the approved budget, ensures maximum resource utilization, and keeps the organization in a positive financial position;
- Identify and develop new sources of donation and/or grant funding, aligned with the current fundraising strategy, to further LDSF Canada's Mission.

D- ORGANIZATION OPERATIONS

- Responsible the effective administration of LDSF Canada operations;
- Responsible for the hiring and retention of competent, qualified staff;
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit;
- Responsible for reviewing, approving and signing all notes, agreements, and other instruments made and entered into on behalf of the organization;
- Serving as LDSF Canada's primary spokesperson to the organization's constituents, the media and the general public;
- Supervise, collaborate with organization staff and volunteers;
- Coordinate patient support;
- Assist in the coordination of the annual conference and attend said conference;
- Oversee marketing and other communications efforts, including emails, social media and newsletters;
- Oversee the updating of educational materials, including the website and promotional materials;
- Oversee special projects and other duties as assigned by the Board of Directors.



PROFESSIONAL QUALIFICATIONS

- Minimum of 15 years of corporate experience;
- Minimum of 5 years in leadership and management role;
- Knowledge and exposure to Board governance processes;
- Collaborative management style;
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting;
- Strong organizational abilities, including planning, delegating, program development and task facilitation;
- Ability to convey a vision of LDSF Canada’s strategic future to staff, board, volunteers and donors;
- Ability to collaborate with and motivate board members and other volunteers;
- Ability to interface and engage diverse volunteer and donor groups;
- Demonstrated ability to oversee and collaborate with staff;
- Excellent written and verbal communication and presentation skills in both French and English.

PERSONAL SKILLS

- Excellent planning, organizational, directional and control skills;
- Strong analytical and problem-solving skills;
- Proven entrepreneurial skills;
- Strong resiliency with the ability to embrace change and navigate ambiguity;
- Intellectually curious, inspiring and charismatic;
- Creative and action oriented;
- Self-driven and results oriented;

- Ability to influence and persuade;
- Autonomous, motivated and a positive attitude;
- Strong leadership and team spirit;
- Strong public speaking ability;
- Ability to maintain excellent interpersonal relationships.

EDUCATION

- Bachelor's degree in a relevant field of study.

INFORMATION

Should you require any further information, please contact us:

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Leaders International specializes in the recruitment of Board of Directors, leadership succession and executive-level positions. Our global network, **Penrhyn International**, is a world leader in the executive recruitment industry, with more than 47 offices in over 25 countries on 5 continents.

