



Job Title: Executive Director

Reports To: Board of Directors, Kitimat General Hospital Foundation (KGHF)

Kitimat, BC

Salary: \$30/hour (Part-time: approx. 30 hours/week)

Type: Permanent, Part-Time

Schedule: Monday to Friday (occasional evenings/weekends for events)

Work Location: In-office

Position Summary:

Are you a passionate, self-motivated leader with a talent for fundraising and community engagement? The **Kitimat General Hospital Foundation (KGHF)** is seeking a dynamic **Executive Director (ED)** to lead our mission of improving local healthcare through philanthropy.

As the Foundation's senior leader, the ED is responsible for the **strategic direction, fundraising initiatives, and operational management** of the organization. This role is ideal for someone who thrives on building relationships, leading campaigns, and making a measurable difference in their community.

Key responsibilities include managing donor relations, leading grant and fundraising campaigns, overseeing finances and reporting, and acting as the primary liaison between the Foundation, hospital leadership, and the broader community. The ED reports directly to the Board of Directors and plays a central role in advancing access to essential medical equipment and high-quality healthcare services close to home.

This is a hands-on role that requires strong organizational, financial, and communication skills—along with a deep commitment to community wellbeing.

Key Responsibilities:

Fundraising & Donor Engagement (Top Priority)

- Design, lead, and grow all fundraising initiatives, including annual campaigns, grant applications, and personalized donor engagement.
- Work alongside the Board of Directors to support planning and oversight of all fundraising activities.
- Cultivate and maintain strong relationships with donors, local businesses, and community supporters.
- Ensure meaningful donor recognition is prioritized and carried out consistently.
- Identify and apply for funding opportunities in collaboration with the community's grant writer.

Event & Campaign Leadership

- Plan and execute all fundraising events and campaigns, including budgeting, logistics, sponsorship outreach, volunteer coordination, and follow-up.
- Develop and manage social media and advertising strategies to promote fundraising events and campaigns.
- Represent the Foundation at community events, media opportunities, and hospital initiatives.

Financial Management & Transparency

- Manage accounts payable, receivable, and deposits.
- Maintain accurate records and ensure compliance with CRA charitable guidelines and BC gaming regulations.
- Collaborate with the Foundation's bookkeeper on financial reports, budgeting, and payroll.
- Prepare and present monthly financial statements to the Board of Directors.

Administrative Operations

- Maintain organized digital and physical files, including donor records, policy documents, and reporting requirements.
- Coordinate board meetings: prepare agendas, take minutes, and distribute meeting materials.
- Respond to public inquiries and act as the Foundation's main point of contact.

Board & Hospital Collaboration

- Serve as the liaison between the Foundation and Kitimat General Hospital leadership to ensure fundraising aligns with hospital priorities.
- Provide ongoing updates and strategic recommendations to the Board.
- Strengthen the Foundation's presence in the community by collaborating with local leaders, partners, and volunteers.

Qualifications:

- Experience in nonprofit leadership, fundraising, or administrative management.
- Experience in financial tasks, including accounts payable/receivable, deposits, budgeting, and financial reporting.
- Experience in managing and updating social media platforms and websites.
- Excellent communication and interpersonal skills.
- Proven ability to plan and manage successful fundraising events and donor campaigns.
- Comfortable working alongside a grant writer and engaging with community stakeholders.
- Self-directed, highly organized, and capable of working independently in a multi-tasking environment.

Working Conditions:

- Independent, office-based role with flexibility to attend events and meetings outside of regular hours.
- Occasional local travel for donor relations and Foundation representation may be required.

To Apply

Please submit your resume and a cover letter outlining your relevant experience and interest in the role to:
kghfpresident@gmail.com

Application Deadline: Open until filled

We appreciate all applicants for their interest; only candidates selected for an interview will be contacted.