

**ORGANIZATION: THE KIDNEY FOUNDATION OF CANADA**  
**JOB TITLE: BRANCH EXECUTIVE DIRECTOR**  
**DATE: AUGUST 2021**

### **Context:**

The Kidney Foundation of Canada is committed to achieving excellent kidney health, optimal quality of life, and a cure for kidney disease.

### **Our Mission:**

The Kidney Foundation of Canada is the national volunteer organization committed to eliminating the burden of kidney disease through:

- Funding and stimulating innovative research for better treatments and a cure;
- Providing education and support to prevent kidney disease in those at risk and empower those with kidney disease to optimize their health status;
- Advocating for improved access to high quality healthcare;
- Increasing public awareness and commitment to advancing kidney health and organ donation.

Within a decentralized environment and acting as “One Foundation”, the Branches and the National level achieve organizational success through a governance structure which clearly delegates operational authority throughout the Foundation.

### **Mandate:**

Reporting to the Branch Board of Directors through the Branch President, the Branch Executive Director has the responsibility, as delegated by the Branch Board of Directors to:

- Provide leadership and support to the Branch Board in the development and interpretation of Branch operational policies in the areas of Public Benefit and Operational Limitations including policies and processes necessary for effective functioning and decision making at the Branch level.
- Provide leadership and support to the Branch Board in establishing the Branch strategic objectives.
- Responsible for the overall operations of the Branch including providing leadership in order to achieve the Board approved strategic plan; this includes but is not limited to, resource development, government relations, financial planning and management, human resources, programs, risk management, communications, public relations..
- Act as chief spokesperson for the Branch to ensure the development and outreach of the Foundation through strategic alliances and partnerships.
- Is an active member of the senior management forum and represents the branch and collaborates on pan-Canadian initiatives.

## Major Accountabilities:

- **Branch Operations:** Responsible for developing the annual operating budget for Branch Board approval and subsequent National Board approval. In conjunction with the annual operating budget, the incumbent is responsible for developing and implementing the Branch's annual plan which includes monitoring and reporting on the financial data as appropriate and taking corrective action if/when required; ensures strategic and operational risks are identified and managed, ensures appropriate plans are in place to mitigate risk.
- **Branch Board of Directors:** Responsible for ensuring that the Branch Board of Directors is provided with all the necessary information to properly exercise its responsibilities. Works closely with Board members and the President to facilitate effective Board oversight by fostering relevant and engaged Board discussions, ensuring information is made available in a timely and effective manner and the best advice and counsel is given to and drawn from Board members during scheduled meetings and as required throughout the year. This also includes overseeing the provision of senior management leadership, advice, training and support to the various Branch Board Committees and Chapters.
- **Staff/Volunteer Team:** Cultivates an effective Branch staff team, provides leadership, support and mentoring; delegates accountabilities, objectives and priorities and monitors progress. This includes developing, implementing and managing a human resources plan that places priority on the development of staff and volunteers to optimize the successful operation of the Branch.
- **Fund Development:** Accountable for leadership and direction in revenue generation and growth of same through the nurturing of effective fund development strategies including a Major Gifts program, annual campaigns and events. Fosters the identification and development of strategic opportunities, as appropriate, for new and unique fund development initiatives; ensures the development and maintenance of effective internal and external communication strategies in support of fund development.
- **Program Delivery:** Provides leadership to Branch programs and support systems ensuring that results are optimized and effectiveness is maintained. This includes ensuring the high quality delivery of all programs and services to those living with kidney disease within the Branch's catchment area.
- **Stakeholder Relations:** Establishes strategic relationships and business opportunities with key stakeholders including corporate sectors, and other provincial organizations. Ensures the success and viability of The Foundation by maintaining and building on existing relationships, as well as developing new supporters. Acts as the chief Branch spokesperson, as appropriate, communicating effectively within the community, with key stakeholders and other key publics.
- **Government Relations/Advocacy:** Continues to develop the Foundation's leadership position in kidney health. Engages government, the medical community and health providers to advance treatment and the best kidney care possible. Understands the principles associated with change interventions at the macro level of public policy. Acts as the chief Branch spokesperson, as appropriate, communicating effectively within the realm of government.

- **Pan-Canadian Collaboration:** Is a member of the Senior Management Forum (SMF); contributes to achieving consensus and excellence in management on operational, strategic and business plans and collaborates on pan-Canadian initiatives as required.

## Profile Requirements (Education, Experience and Skills)

The following are key skill requirements in addition to the minimum education and/or experience requirements:

<b>Financial Acumen:</b>	<i>Understanding and management of financial processes, skills in budgeting, reporting, analysis, etc. ; possesses a good “business sense”.</i>
<b>Business Development/Fundraising Acumen:</b>	<i>Understands and has been successful with all types of business development and/or fundraising. Delivers results.</i>
<b>Strategic Visioning/Innovative Thinking:</b>	<i>Ability to provide leadership, to identify strategies, to communicate direction, can leverage and shift organizational innovative/creative thinking, can articulate future direction and can action a plan to achieve outcomes.</i>
<b>Board Governance:</b>	<i>Understands the role of the Board in a NFPO, effectively uses the strengths of the Board and its individual members to maximize the organization as a whole. Understands the difference between operations and governance yet manages both seamlessly.</i>
<b>Planning &amp; Organizing (Achieves Results):</b>	<i>Understands the planning process and is adept at formulating objectives and work-plans, develops new and unique ideas, can measure performance against goals and can evaluate results. Able to adapt and change to overcome issues and/or roadblocks. Acts as a change leader.</i>
<b>Relationship Building:</b>	<i>Builds positive relationships both internally and externally to lead and achieve goals; works proactively to develop positive relations with participants, peers, volunteers, and stakeholders.</i>
<b>Building Team Spirit (Engages Others):</b>	<i>Ability to motivate people, empower people, support employees/volunteers and to create a sense of belonging. Works effectively with grass roots volunteers (chapters).</i>
<b>Developing &amp; Coaching:</b>	<i>Able to effectively manage people through open, two-way dialogue, challenges people, assists people in their personal development plans and enables them to grow in a supportive environment. Optimizes the strength of the team in consideration of the strengths and the weaknesses of the individual members.</i>
<b>Working with Volunteers:</b>	<i>Understands the staff/volunteer relationship-partnership and maximizes on its strengths.</i>
<b>Communication:</b>	<i>Communicates verbally and in writing in a thorough, clear and timely manner; can summarize and explain complex issues in a way that others can understand; fosters trust through open dialogue; gives constructive feedback; gets ideas across in writing effectively; is an effective public speaker and advocate.</i>
<b>Minimum Education and/or Experience</b>	<i>A University degree in business administration or other relevant field; a minimum of 5 - 8 years senior management experience and, ideally, knowledge of the NFPO sector.</i>
<b>Language Competency</b>	<i>Excellent English language skills, both spoken and written is essential. The ability to speak/write in French would be considered an asset.</i>