



President & CEO

The Organization

The RCMP Foundation of Canada is a registered charitable organization. Since its inception in 1994, the Foundation has invested over \$10 million dollars in programs aimed to help build brighter futures for Canadian youth. We are very grateful for the support of our donors and program partners to be able to affect positive change in the communities served by the RCMP.

The Opportunity

Reporting to the Chairman and Board of Directors, the RCMP Foundation is seeking an outstanding President and Chief Executive Officer (CEO) to provide leadership to the organization through its next stage of growth and success. The chosen candidate will assume overall responsibility for the operation and administration of the RCMP Foundation's business including fundraising and partner/donor stewardship, human, financial and retail resource management, strategy development and planning. The Foundation office is situated in Ottawa, Canada, however the Board has been open to considering alternative options, depending on the preferred candidate's circumstances.

The Fit

This opportunity will appeal to an exceptional senior leader who wants to align with our small organization and nimble team, whose aspirations are to grow. The ideal candidate will embrace the challenges that come with positive growth and change. The Foundation's future President and CEO will possess a post-secondary degree in related fields (eg. Business Administration, Non-Profit Administration, Fundraising and/or Public Relations). In addition, the ideal candidate will bring a minimum of seven years of professional experience, including at least 3 years of senior management experience with a results-driven focus. As a strategic thinker, dedicated professional and self-starter, the successful candidate will have demonstrated experience and success with relationship building and fundraising. The ideal candidate will possess a proven track record of building and maintaining positive relationships. A detailed description of the position follows.



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Detailed Position Outline

Leadership

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization
- Build, enhance and maintain relations with all stakeholders – RCMP, Board of Directors, Licensees, Retailers, Corporate Partners, Community Groups (Donees), Sponsors and others
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization
- Act as a professional advisor to the Board of Directors on all aspects of the organization's activities
- Foster effective team work between the Board and the President & CEO and between the President & CEO and staff
- In addition to the Chair of the Board, act as a spokesperson for the organization
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate
- Represent the organization in the community, to the corporate world and to key stakeholders in order to enhance the organization's community profile

Fundraising and Relationship Stewardship

- Lead the Foundation's strategic fundraising plans to increase the funds which support the organization's sponsored community projects
- Participate in fundraising activities by actively identifying prospective donors and supporting/accompanying board volunteers in making the "asks", and ensuring sustained and timely stewardship of donors
- Oversee the planning, implementation, execution and evaluation of special projects such as event functions and fundraising activities
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization
- Together with donors and members of the RCMP community, identify funding needs and opportunities and align these with raised resources
- Communicate with stakeholders to keep them informed of the work of the organization

Financial Planning and Management

- Work with staff and the Board to prepare a comprehensive budget
- Work with the Board to secure adequate funding for the operation of the organization
- Approve expenditures within the authority delegated by the Board
- Ensure that sound bookkeeping and accounting procedures are followed and in compliance with legislation
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization

Operational and Program Planning and Management

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
- Ensure that the operation of the organization meets the expectations of its clients, Board and Sponsors and other Funders.
- Oversee the efficient and effective day-to-day operation of the organization
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate
- Ensure that personnel, client, donor and volunteer files are securely stored and privacy/confidentiality is maintained
- Provide support to the Board by preparing meeting agenda and supporting materials
- Oversee the planning, implementation and evaluation of the organization's programs, activities and special projects
- Ensure that the programs and activities undertaken by the organization contribute to the organization's mission and reflect the priorities of the Board
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality

Human Resources Planning and Management

- Determine staffing requirements for organizational management and program delivery
- Oversee the implementation of the human resources policies, procedures and practices including the development of job description for all staff
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- Recruit, interview and select staff that have the right technical and personal abilities to help further the organization's mission
- Ensure that all staff receives an orientation to the organization and that appropriate training is provided
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
- Coach and mentor staff as appropriate to improve performance
- Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures

Risk Management

- Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks
- Ensure that the Board and the organization carries appropriate and adequate insurance coverage and that the Board and staff understand the terms, conditions and limitations of that coverage

Skills required:

Relationship building/Networking

Communications

Financial Management and Retail oversight

Computer Literacy

Governance

Marketing

Fundraising

Negotiation

Remuneration commensurate with experience and qualifications