



The Children's Foundation is dedicated to improving the lives of children and families in our community through impactful programs and partnerships. We believe that every child deserves the opportunity to thrive—emotionally, socially, and physically. We are seeking an inspiring and strategic Executive Director to lead our mission and drive forward the foundations vision.

Job Title:	Executive Director
Reports to:	Chair, Board of Directors
Position:	Full Time
Salary:	Commensurate with experience
Benefits:	Medical, Dental and RRSP package

Summary

The Executive Director (ED) is the senior leader of The Children's Foundation, responsible for overall strategic, financial, and operational management. Working in close partnership with the Board of Directors, the ED will guide fundraising efforts, build relationships across sectors, and ensure programs are executed in alignment with our strategic goals. This role requires a collaborative, forward-thinking leader who can balance vision with execution.

Key Responsibilities

Strategic Leadership & Board Relations

- Collaborate with the Board to implement and advance TCF's strategic plan.
- Develop annual work plans and budgets in partnership with the Board.
- Assist in policy development and provide timely reporting to the Board.
- Support board governance through effective communication and committee engagement.
- Provide leadership in onboarding and mentoring new Board members.

Fund Development & Donor Engagement

- Lead and grow a comprehensive fund development strategy including annual campaigns, major gifts, grants, events, and donor stewardship.
- Cultivate strong relationships with current and potential donors, corporate partners, foundations, and government stakeholders.
- Ensure all donor communications and fundraising materials reflect TCF's values and impact.

Program Oversight & Mission Delivery

- Work with staff and the Board to ensure programs are mission-aligned, effective, and financially sustainable.
- Evaluate program outcomes and impact regularly.
- Champion innovation and continuous improvement in program delivery.

Operations & Financial Management

- Oversee all administrative functions and business systems.
- Lead and support a dedicated team of staff and volunteers, fostering a positive, inclusive, and performance-driven culture.
- Ensure sound financial practices including monthly reporting, budget adherence, and cash flow management.
- Maintain compliance with relevant legal and regulatory standards.
- Stay informed on sector trends and best practices.

Public Relations & Community Engagement

- Act as the primary ambassador of TCF, effectively representing the organization's mission, values, and impact within the community.
- Lead media relations, public speaking engagements, and community events.
- Foster strong relationships with community partners, agencies, and local government.
- Promote awareness of TCF's mission, needs, and opportunities for support.

Qualifications

Education & Experience

- Post-secondary degree/diploma in a related field such as Nonprofit Management, Business, Marketing, or Behavioral Sciences—or equivalent experience.
- Minimum of 3–5 years' experience in nonprofit leadership, fundraising, and community engagement.
- Experience working with volunteer Boards and committees is an asset.
- CFRE (Certified Fund Raising Executive) designation is an asset.

Skills & Attributes

- Visionary leader and effective strategist.
- Strong fundraising acumen and donor engagement skills.
- Excellent communicator and relationship builder.
- Proven ability to lead and develop staff and volunteers.
- Knowledge of governance best practices and nonprofit financial management.
- Self-directed, goal-oriented, and highly organized.
- Passion for improving outcomes for children and families.

Additional Information

- This position requires flexibility in scheduling, including occasional evening and weekend events.
- Some travel within the community will be required; mileage will be reimbursed.
- Supervision: Office staff, volunteers.

Diversity, Equity, and Inclusion

We are committed to equity, diversity, and inclusion and welcome applications from all qualified individuals, including those from underrepresented communities. Accommodations are available upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

To Apply

Please submit your resume and a cover letter outlining your interest and qualifications to:

<https://ca.indeed.com/jobs?q=executive+director&l=Belleville%2C+ON&vjk=d8e3be8d2ca0dffa&advn=5496025314433758>